

User Manual

for

CoreMail 3.0

Version 1.0



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1. Login / Logout

1.1 Login

1) Go to <http://mail.mediaring.sg> directly and login. Input the user name、domain and password in the corresponding boxes, select from the “Language” pull down menu , for example, “English”, then press “Login”.



The login page features the Mediaring logo at the top left. Below it, there are two radio buttons for 'Administrator' and 'User'. The 'User' option is selected. The form includes fields for 'Username' (containing 'me'), 'Domain' (containing 'mycompany.com.cn'), 'Password' (masked with dots), and 'Language' (a dropdown menu with 'English' selected). A 'Login' button is positioned below the language dropdown. To the left of the form, there are links for '-Administrator Guide' and '-User Guide'. At the bottom, it says 'All rights reserved.'

mediaring®

☐ Administrator ☒ User

Username:

Domain:

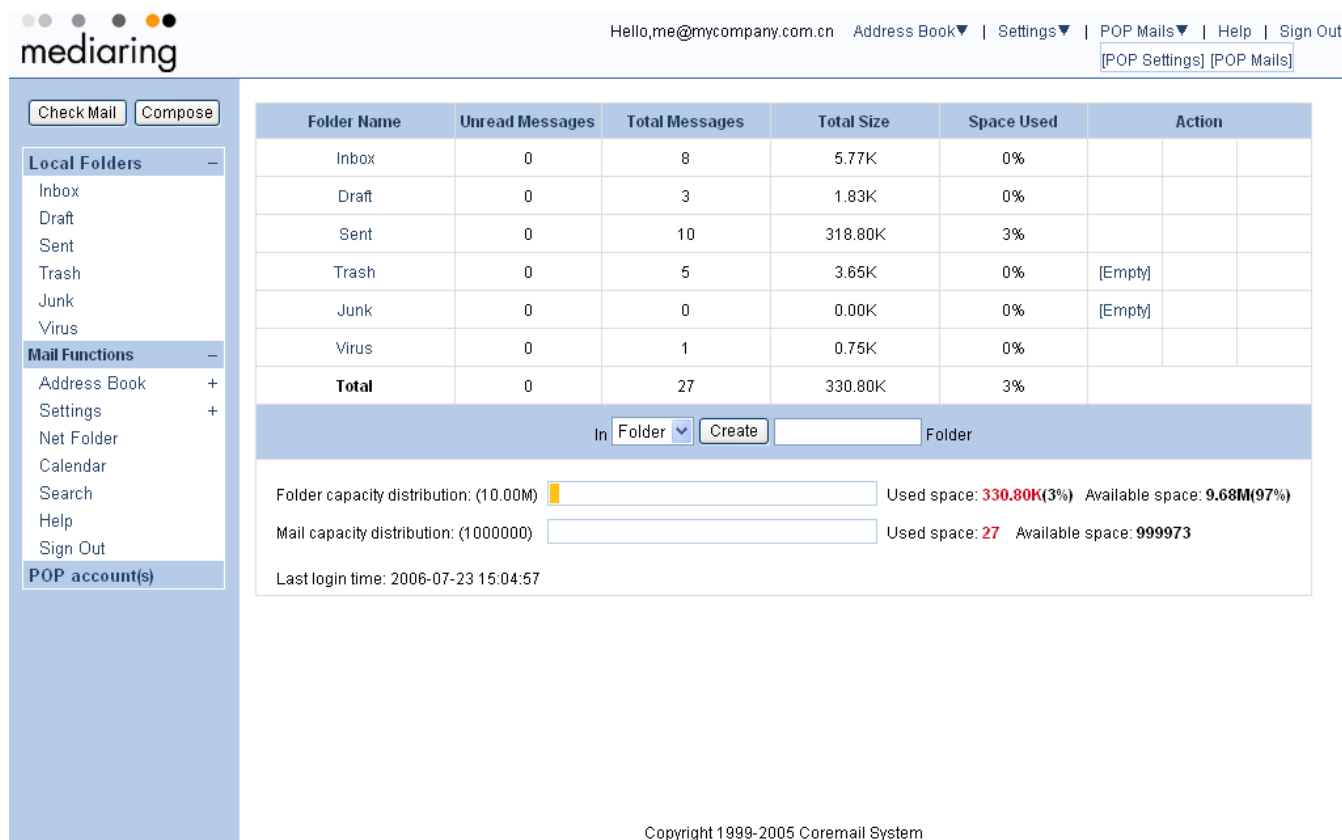
Password:

Language: 

-Administrator Guide
-User Guide

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2) After you login successfully, the following page will appear.



The mailbox interface shows the user's email status. At the top, there's a header with the Mediaring logo, the user's email address 'Hello,me@mycompany.com.cn', and links for 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. Below the header, there's a sidebar with 'Check Mail' and 'Compose' buttons, and a list of 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The main area displays a table of folders with columns for Folder Name, Unread Messages, Total Messages, Total Size, Space Used, and Action. Below the table, there's a section for 'Folder capacity distribution' and 'Mail capacity distribution', showing used and available space. At the bottom, it says 'Last login time: 2006-07-23 15:04:57'.

mediaring

Hello,me@mycompany.com.cn | Address Book | Settings | POP Mails | Help | Sign Out

[POP Settings] [POP Mails]

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus


Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	0	8	5.77K	0%	
Draft	0	3	1.83K	0%	
Sent	0	10	318.80K	3%	
Trash	0	5	3.65K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	0	27	330.80K	3%	

In

Folder capacity distribution: (10.00M)  Used space: **330.80K(3%)** Available space: **9.68M(97%)**

Mail capacity distribution: (1000000) Used space: **27** Available space: **999973**

Last login time: 2006-07-23 15:04:57

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1.2 Summary Page

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Hello,me@mycompany.com.cn Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

POP Settings

POP Mails

Check Mail

Compose

Local Folders

Inbox

Draft

Sent

Trash

Junk

Virus

Mail Functions

Address Book

Settings

Net Folder

Calendar

Search

Help

Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	0	8	5.77K	0%	
Draft	0	3	1.83K	0%	
Sent	0	10	318.80K	3%	
Trash	0	5	3.65K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	0	27	330.80K	3%	

In

Folder

Create

Folder

Folder capacity distribution: (10.00M)

Used space: 330.80K(3%) Available space: 9.68M(97%)

Mail capacity distribution: (1000000)

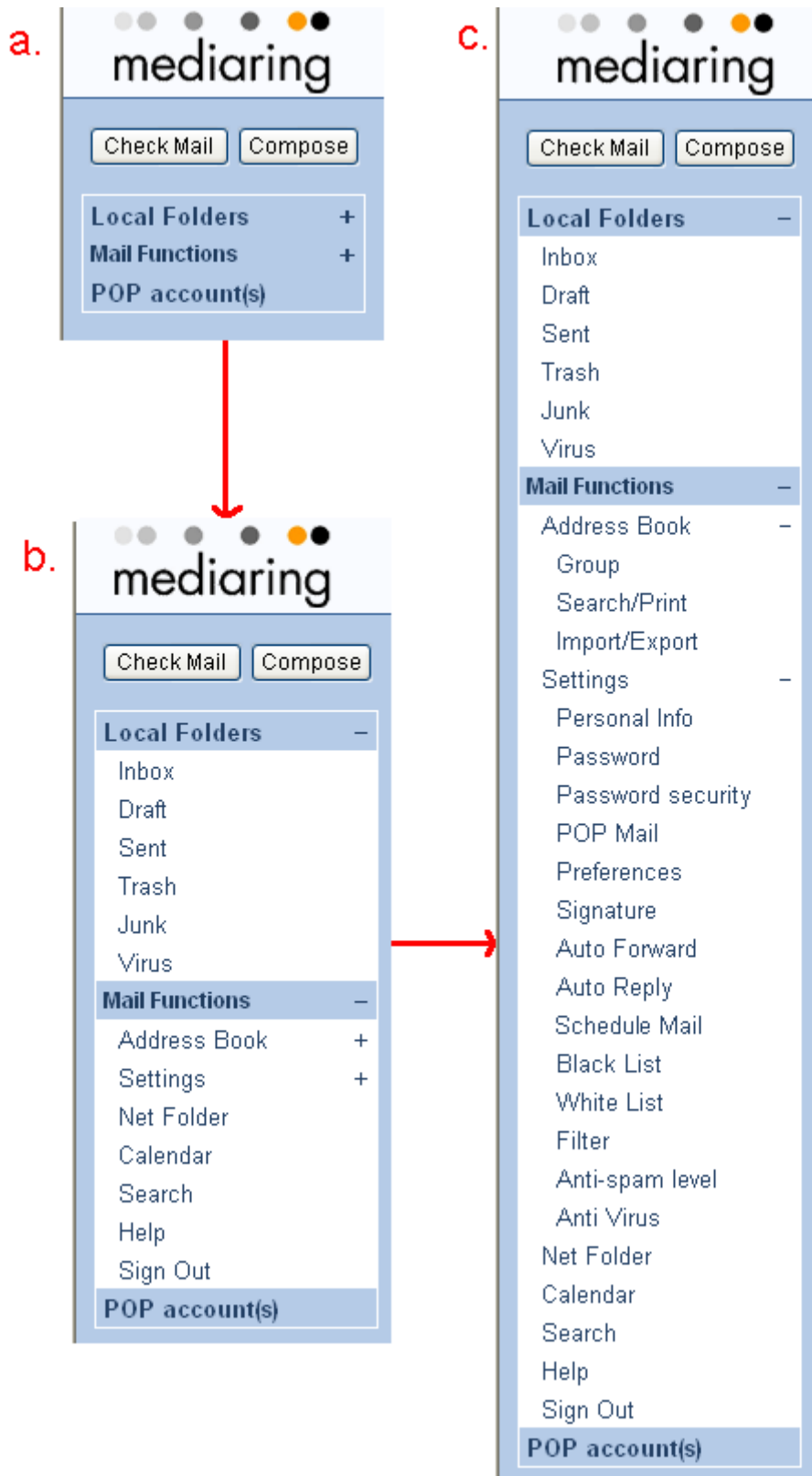
Used space: 27 Available space: 999973

Last login time: 2006-07-23 15:04:57

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1.2.1 Function Menu

Click “+” or “-” to open or close the folders or functions on the left navigation.

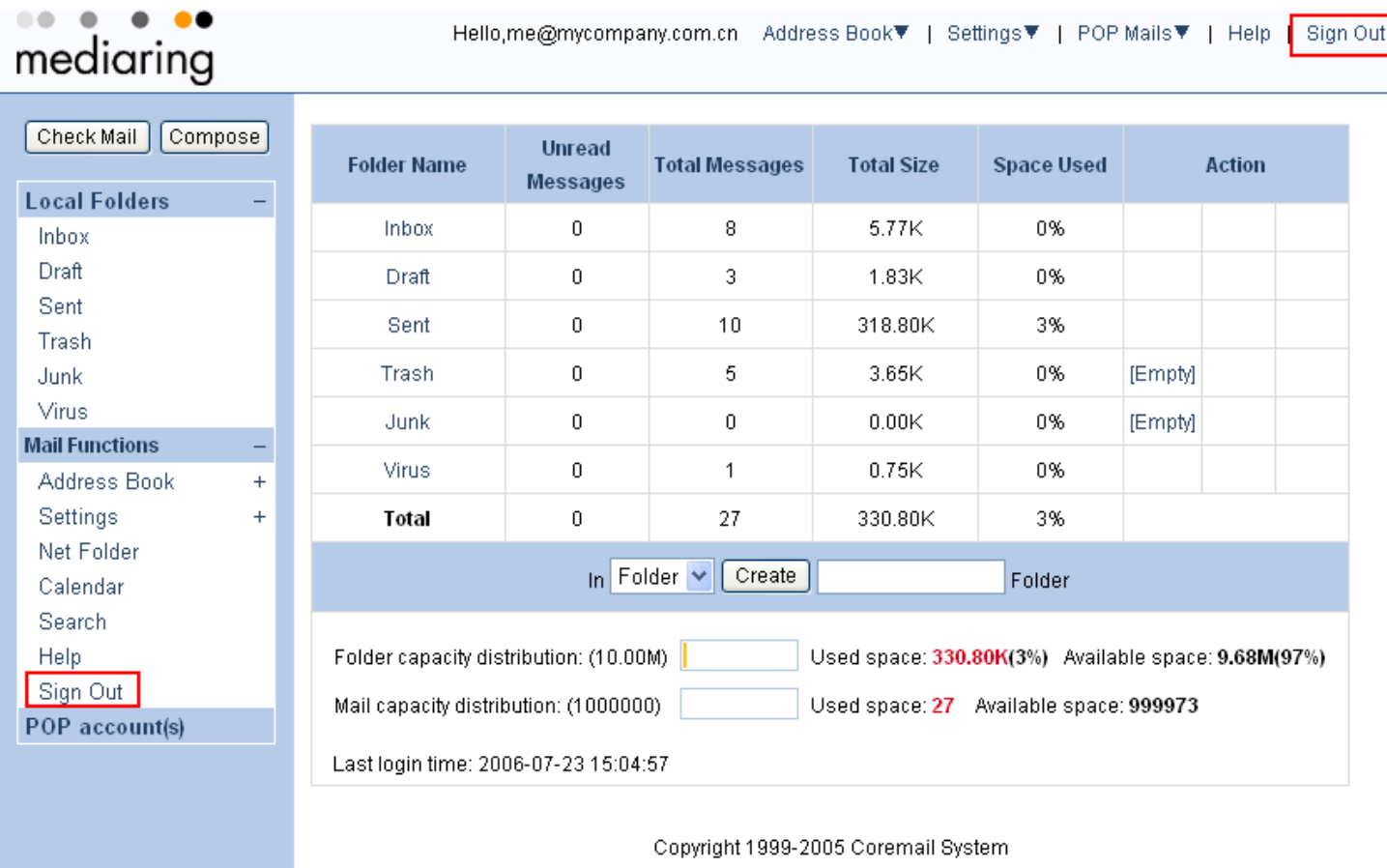


1.2.2 Shortcut Menu



1.3 Logout

Click “Sign out” under “Mail Functions” located on the left navigation to exit the system, or from the “shortcut menu”, located on the top right of the page.



2. How to check emails?

2.1 Receive Emails

Click “Check mail” on top of the left navigation or “Inbox” under “Local Folders” on the left navigation.

mediaring

Hello,me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail | Compose

Local Folders

Inbox

Draft

Sent

Trash

Junk

Virus

Mail Functions

Address Book +

Settings +

Net Folder

Calendar

Search

Help

Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	0	8	5.77K	0%	
Draft	0	3	1.83K	0%	
Sent	0	10	318.80K	3%	
Trash	0	5	3.65K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	0	27	330.80K	3%	

In

Folder ▼

Create

Folder

Folder capacity distribution: (10.00M)

Used space: 330.80K(3%)

Available space: 9.68M(97%)

Mail capacity distribution: (1000000)

Used space: 27

Available space: 999973

Last login time: 2006-07-23 15:04:57

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2.2 POP Emails

1) Click “POP Accounts” on the left navigation to set up “POP Accounts”. If you have not set up any pop accounts, you need to do that on the following page. You can set up to two “POP Accounts”.

POP Mail

There are currently 0 POP accounts, you can set 2 POP accounts in total

Account:

(Example:me@mycompany.com.cn)

Password:

POP Server:

(Example:pop.mycompany.com.cn)

Receiving folder:

Folder will be named after the email address by default.

Connection timeout in:

seconds if no response from the mail server

Port Number:

Standard:110

Indicator:

POP server:

☐ Leave a copy of messages on server.

Add

Check accounts

Cancel

2) Input the relative information in the corresponding boxes, then press “Add” to confirm.

POP Mail	
There are currently 0 POP accounts, you can set 2 POP accounts in total	
Account:	<input type="text" value="neo@mycompany.com.cn"/> (Example:me@mycompany.com.cn)
Password:	<input type="password" value="•••••"/>
POP Server:	<input type="text" value="pop.mycompany.com.cn"/> (Example:pop.mycompany.com.cn)
Receiving folder:	<input type="text" value="neo@mycompany.com.cn"/> Folder will be named after the email address by default.
Connection timeout in:	<input type="text" value="15"/> seconds if no response from the mail server
Port Number:	<input type="text" value="110"/> Standard:110
Indicator:	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
POP server:	<input type="checkbox"/> Leave a copy of messages on server.
<input type="button" value="Add"/> <input type="button" value="Check accounts"/> <input type="button" value="Cancel"/>	

3) You can check from the following page to see if the account is set up successfully, and you can click “POP Mails” to check your new mails.

me@mycompany.com.cn:	
Hello, you have connected to 1 POP accounts, the result is: neo@mycompany.com.cn , received 0 message(s) successfully.	
[Look up]	[Details]
<input type="button" value="OK"/>	

3. Read Emails

3.1 Read emails in a “New Window”

1) If you prefer to read emails in a new window, please click **“Preferences”** under **“Settings”** located on the left navigation. Select **“Read in the new window”** under **“Open a window to read mail”**, then press **“Update”**.

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Hello,me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail | Compose

Local Folders +

Mail Functions -

Address Book +

Settings -

Personal Info

Password

Password security

POP Mail

Preferences

Signature

Auto Forward

Auto Reply

Schedule Mail

Black List

White List

Filter

Anti-spam level

Anti Virus

Net Folder

Calendar

Search

Help

Sign Out

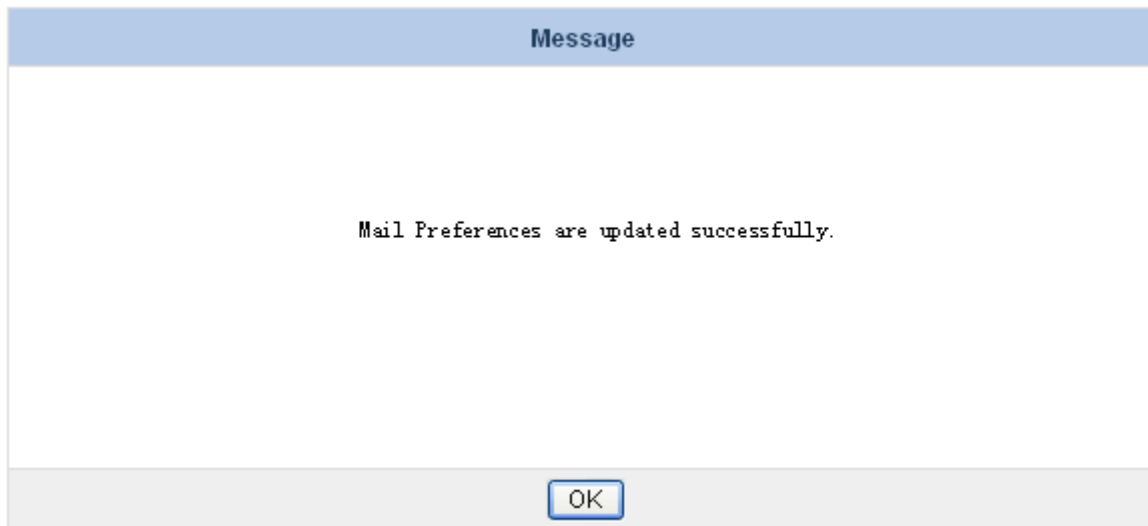
POP account(s)

Preference

Default page after logging in. (Settings become effective after your next login)	<input checked="" type="radio"/> Folder page <input type="radio"/> Inbox page
Save sent messages:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Set compose message format:	<input checked="" type="radio"/> Text format <input type="radio"/> html format
Save recipient's address:	<input checked="" type="radio"/> Manually <input type="radio"/> Automatically
Display message header:	<input type="radio"/> Display All <input checked="" type="radio"/> Display basic details <input type="radio"/> Display none
Display max. no.of messages/page:	<input type="radio"/> 10 <input checked="" type="radio"/> 20 <input type="radio"/> 50 (Recommended) <input type="radio"/> no limit
Attach the original message when you reply:	<input checked="" type="radio"/> Yes (Recommended) <input type="radio"/> No
Reply with message header:	<input checked="" type="radio"/> Re: (Recommended) <input type="radio"/> > <input type="radio"/> Reply:
Use the HZ(Chinese) filter:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Action after deletion of message(s):	<input checked="" type="radio"/> Return to folder <input type="radio"/> Go to next message (Recommended)
Display my name when send message: [Edit Name]	<input checked="" type="radio"/> Yes (Recommended) <input type="radio"/> No
Send a mail receipt:	<input checked="" type="radio"/> Alert me (Recommended) <input type="radio"/> No, even when your recipient request you to send me. <input type="radio"/> Yes, send mail receipt when you are requested to send one.
Open a window to read mail:	<input type="radio"/> Read in the original window <input checked="" type="radio"/> Read in the new window
Time Zone:	GMT+08:00 ▼
Language:	English ▼
Webmail Style:	simple ▼
<div>Update Cancel Back</div>	

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2) You can check from the following page to see if the preference is set successfully. After you press “OK”, it will return to the “Setting” page.



3) Click “Inbox” under “Local Folders”.

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Hello,me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail | Compose

Local Folders –

Inbox

Draft

Sent

Trash

Junk

Virus

Mail Functions –

Address Book +

Settings +

Net Folder

Calendar

Search

Help

Sign Out

POP account(s)

Setting

Personal information

Personal Info

Change your name, location, and other personal information.

Password

Change your email password (Note: current password required).

Password security

Set your date of birth and security question/answer for password retrieval.

POP3 Mail

POP Mail

Use your webmail to retrieve other POP accounts.

Basic settings

Preferences

Customize your webmail options.

Signature

Add a custom signature to your outgoing email messages.

Auto forward

Forward your emails to another email accounts.

Auto Reply

Send a custom, automatic message response when you are away.

Schedule Mail

Set a specific time to send out an email message.

Anti-spam

Black list

Block email addresses/domains from which you do not want to receive email.

White list

Allow specific email addresses/domains to bypass the anti-spam engine.

Filter

Set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.

Anti-spam level

Choose how strict you want your anti-spam rules to be for your email account.

Anti-virus

Anti-virus

Choose the various ways to deal with infected virus emails.

4) Click the “Subject” of the email you want to read.

mediaring

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Inbox Total no. of Unread mails in your Inbox:0 [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== Empty Back

			Sender	Subject	Date & Time	Size
<input type="checkbox"/>			"linlin" <me@mycompany.co	public holiday	2006.07.24 19:18	0.70K
<input type="checkbox"/>			"linlin" <me@mycompany.co	hello	2006.07.10 23:21	0.61K
<input type="checkbox"/>			Postmaster	Welcome!	2006.06.16 09:56	0.74K

☐ Select/Unselect All [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward== Back

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5) You can view the message detail in the following page.

mediaring

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

==Move To== ==Other Actions== Delete Perm Delete Forward Reply Reply All Next Back

Subject: public holiday [show details] [hide attachment]

From: "linlin" <me@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-24 19:18:05

Attachment: ☐ Open TextContent [Download] ☐ Select All [Save to Net Folder]

Hi

It is a public holiday on Wednesday and the office will be closed. Please call our mobile for urgent matters.

Regards,

Peter

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3.2 Read emails in the “Original Window”

1) Click “Preferences” under “Settings”, and select “Read in the original window” under “Open a new window to read mail”, then press “Update”.

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Hello,me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail | Compose

Local Folders +

Mail Functions -

Address Book +

Settings -

Personal Info

Password

Password security

POP Mail

Preferences

Signature

Auto Forward

Auto Reply

Schedule Mail

Black List

White List

Filter

Anti-spam level

Anti Virus

Net Folder

Calendar

Search

Help

Sign Out

POP account(s)

Preference

Default page after logging in. (Settings become effective after your next login)	<input checked="" type="radio"/> Folder page <input type="radio"/> Inbox page
Save sent messages:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Set compose message format:	<input checked="" type="radio"/> Text format <input type="radio"/> html format
Save recipient's address:	<input checked="" type="radio"/> Manually <input type="radio"/> Automatically
Display message header:	<input type="radio"/> Display All <input checked="" type="radio"/> Display basic details <input type="radio"/> Display none
Display max. no.of messages/page:	<input type="radio"/> 10 <input checked="" type="radio"/> 20 <input type="radio"/> 50 (Recommended) <input type="radio"/> no limit
Attach the original message when you reply:	<input checked="" type="radio"/> Yes (Recommended) <input type="radio"/> No
Reply with message header:	<input checked="" type="radio"/> Re: (Recommended) <input type="radio"/> > <input type="radio"/> Reply:
Use the HZ(Chinese) filter:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Action after deletion of message(s):	<input checked="" type="radio"/> Return to folder <input type="radio"/> Go to next message (Recommended)
Display my name when send message: [Edit Name]	<input checked="" type="radio"/> Yes (Recommended) <input type="radio"/> No
Send a mail receipt:	<input checked="" type="radio"/> Alert me (Recommended) <input type="radio"/> No, even when your recipient request you to send me. <input type="radio"/> Yes, send mail receipt when you are requested to send one.
Open a window to read mail:	<input checked="" type="radio"/> Read in the original window <input type="radio"/> Read in the new window
Time Zone:	GMT+08:00 ▼
Language:	English ▼
Webmail Style:	simple ▼
<div>Update Cancel Back</div>	

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2) You can check from the following page to see if the preference is set successfully. After you click “OK” you will return to the “Setting” page.



3) Click “Inbox” under “Local Folders” located on the left navigation.

mediaring

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Setting

Personal information

Personal Info Change your name, location, and other personal information.

Password Change your email password (Note: current password required).

Password security Set your date of birth and security question/answer for password retrieval.

POP3 Mail

POP Mail Use your webmail to retrieve other POP accounts.

Basic settings

Preferences Customize your webmail options.

Signature Add a custom signature to your outgoing email messages.

Auto forward Forward your emails to another email accounts.

Auto Reply Send a custom, automatic message response when you are away.

Schedule Mail Set a specific time to send out an email message.

Anti-spam

Black list Block email addresses/domains from which you do not want to receive email.

White list Allow specific email addresses/domains to bypass the anti-spam engine.

Filter Set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.

Anti-spam level Choose how strict you want your anti-spam rules to be for your email account.

Anti-virus

Anti-virus Choose the various ways to deal with infected virus emails.

4) Click the “Subject” of the email you want to read.

mediaring

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Check Mail Compose

Inbox

Total no. of Unread mails in your Inbox:0 [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== Empty Back

			Sender	Subject	Date & Time	Size
<input type="checkbox"/>			"linlin" <me@mycompany.co	public holiday	2006.07.24 19:18	0.70K
<input type="checkbox"/>			"linlin" <me@mycompany.co	hello	2006.07.10 23:21	0.61K
<input type="checkbox"/>			Postmaster	Welcome!	2006.06.16 09:56	0.74K

☐ Select/Unselect All [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward== Back

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5) You can view the message detail in the following page.

mediaring

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Check Mail Compose

Local Folders

Mail Functions

POP account(s)

==Move To== ==Other Actions== Delete Perm Delete Forward Reply Reply All Next Back

Subject: office visit [show details] [hide attachment]

From: "susan" <susan@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-27 19:34:45

Attachment: ☐ Open TextContent [Download] ☐ Select All [Save to Net Folder]

Dear linlin,

Our regional manager will visit Singapore on 28th July 2006, please kindly reserve a hotel room for him for 3 day.

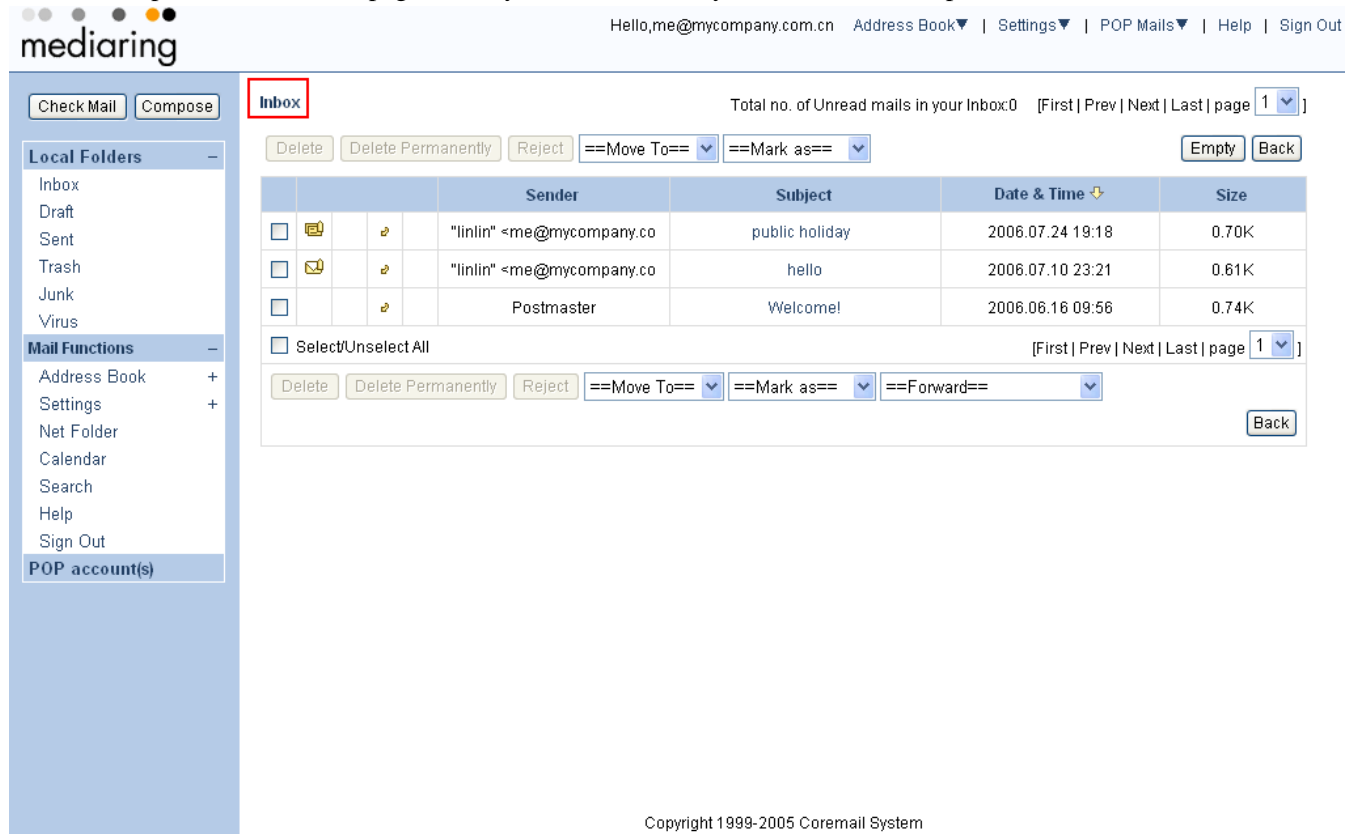
Best Regards.

Susan

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3.3 Move Emails to different Folders

1) Go to the particular “folder” page which you want to move your mails, for example, “Inbox”.



mediaring

Check Mail Compose **Inbox** Total no. of Unread mails in your Inbox:0 [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== Empty Back

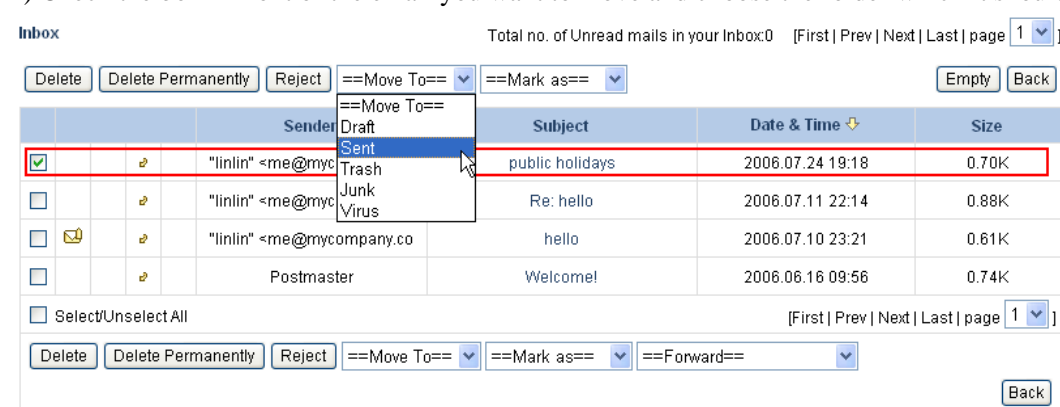
		Sender	Subject	Date & Time	Size
<input type="checkbox"/>		"linlin" <me@mycompany.co	public holiday	2006.07.24 19:18	0.70K
<input type="checkbox"/>		"linlin" <me@mycompany.co	hello	2006.07.10 23:21	0.61K
<input type="checkbox"/>		Postmaster	Welcome!	2006.06.16 09:56	0.74K

☐ Select/Unselect All [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward== Back

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2) Check the box in front of the email you want to move and choose the folder which it should be moved to.



Inbox Total no. of Unread mails in your Inbox:0 [First | Prev | Next | Last | page 1]

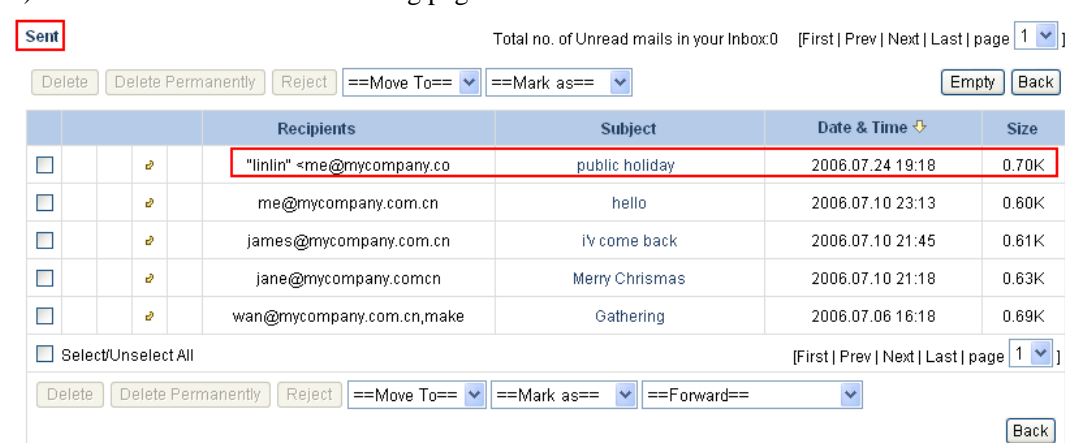
Delete Delete Permanently Reject ==Move To== ==Mark as== Empty Back

		Sender	Subject	Date & Time	Size
<input checked="" type="checkbox"/>		"linlin" <me@myc	public holidays	2006.07.24 19:18	0.70K
<input type="checkbox"/>		"linlin" <me@myc	Re: hello	2006.07.11 22:14	0.88K
<input type="checkbox"/>		"linlin" <me@mycompany.co	hello	2006.07.10 23:21	0.61K
<input type="checkbox"/>		Postmaster	Welcome!	2006.06.16 09:56	0.74K

☐ Select/Unselect All [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward== Back

3) You can check from the following page to see if the email is moved to “Sent”.



Sent Total no. of Unread mails in your Inbox:0 [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== Empty Back

		Recipients	Subject	Date & Time	Size
<input type="checkbox"/>		"linlin" <me@mycompany.co	public holiday	2006.07.24 19:18	0.70K
<input type="checkbox"/>		me@mycompany.com.cn	hello	2006.07.10 23:13	0.60K
<input type="checkbox"/>		james@mycompany.com.cn	iv come back	2006.07.10 21:45	0.61K
<input type="checkbox"/>		jane@mycompany.com.cn	Merry Christmas	2006.07.10 21:18	0.63K
<input type="checkbox"/>		wan@mycompany.com.cn,make	Gathering	2006.07.06 16:18	0.69K

☐ Select/Unselect All [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward== Back

3.4 Reply an Email

1) Click “Inbox” under “Local Folders”, and choose the email you want to reply. Click the subject to open the email.

The screenshot shows the Coremail web interface. On the left is a sidebar with 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The main area displays an email with subject 'office visit' from 'susan' to 'linlin'. The email body contains a message about a regional manager's visit to Singapore. The 'Reply' button in the top action bar is highlighted with a red box.

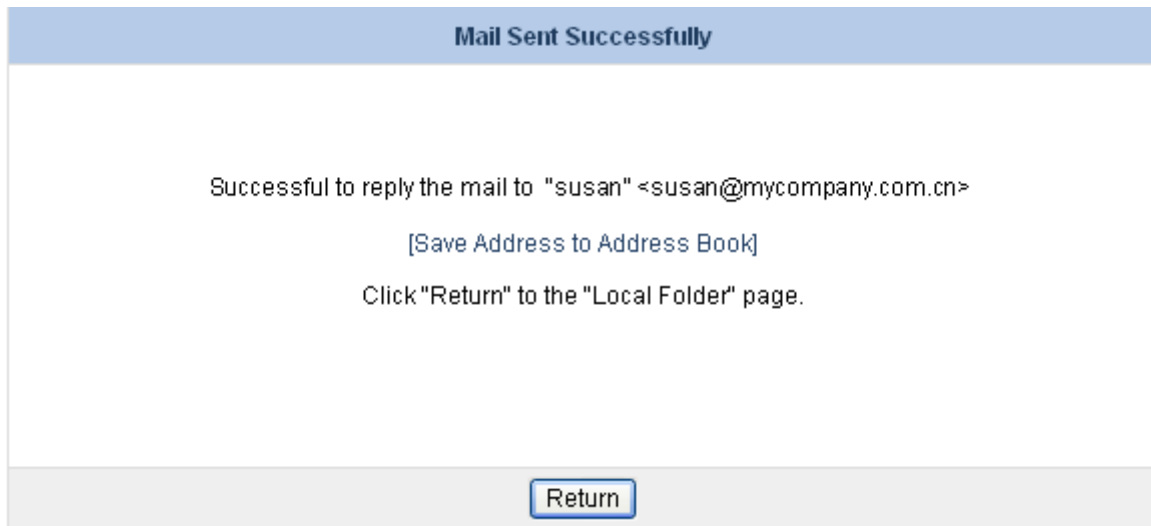
Copyright 1999-2005 Coremail System

2) Click “Reply” to enter the “Compose” page. Will you reply and press “Send”.

The screenshot shows the 'Compose' page in the Coremail web interface. The 'Send' button in the top action bar is highlighted with a red box. The email is addressed to 'susan' with subject 'Re: office visit'. The body contains the original message and a reply. On the right, there is a 'friends' list and a 'Select contact group' dropdown.

Copyright 1999-2005 Coremail System

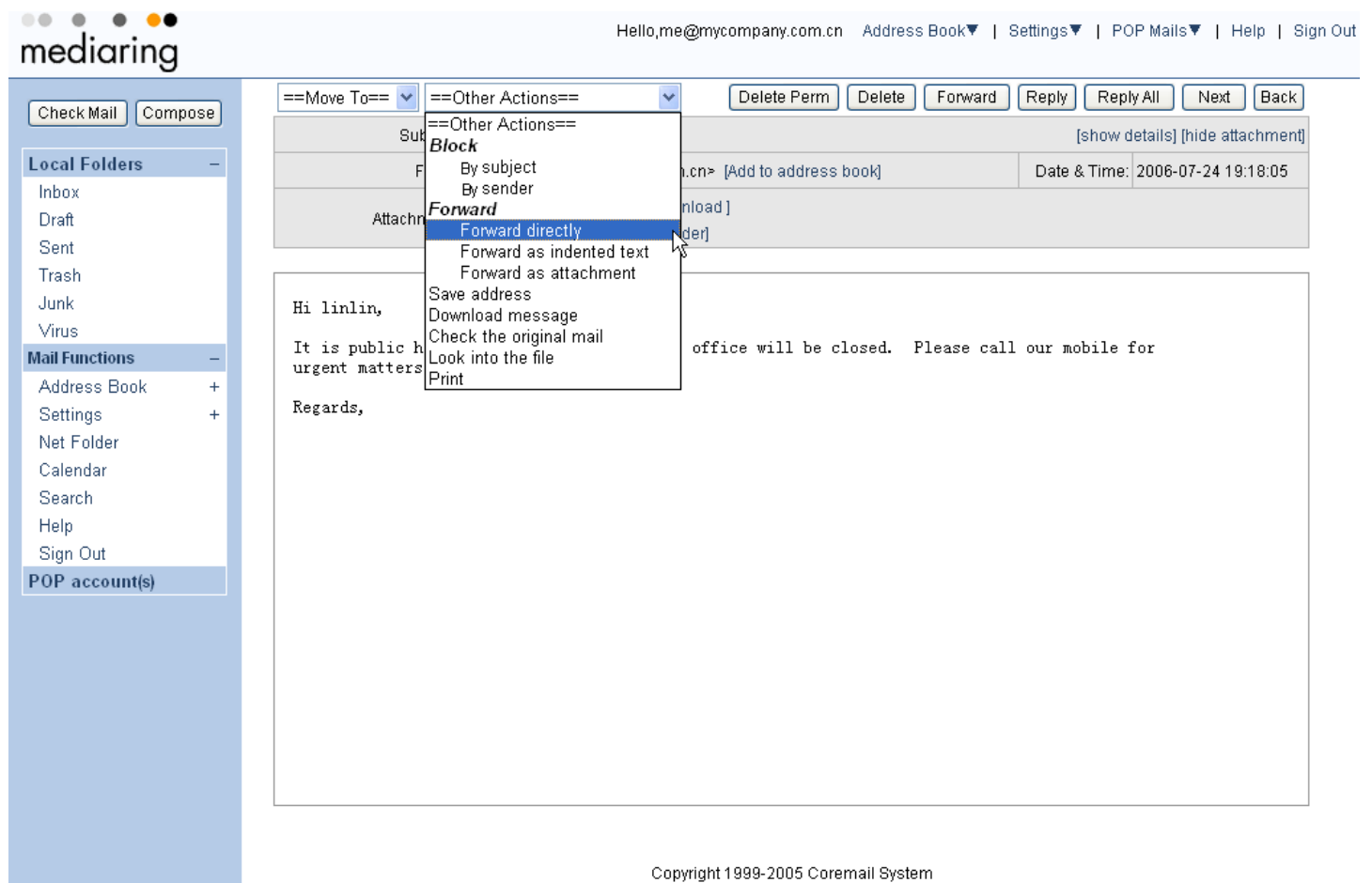
3) You can check from the following page to see if mail is replied successfully.



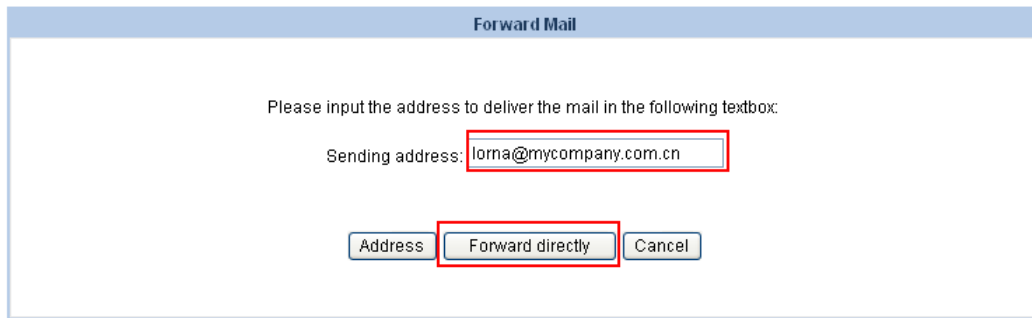
3.5 Forward an Email

3.5.1 Forward directly

1) Go to the “Folder” page to locate your “to be forwarded” email and click the “Subject” to open the email. Choose “Forward directly” under “Other Actions”



2) Input the email address in “**Sending Address**” box, then press “**Forward directly**”.

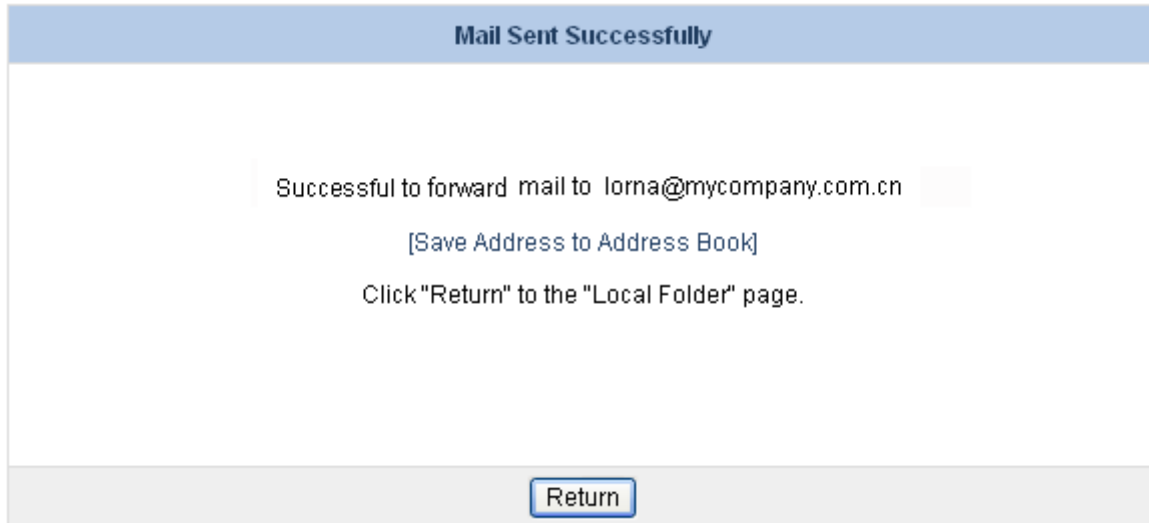


Forward Mail

Please input the address to deliver the mail in the following textbox:

Sending address:

3) You can check from the following page to see if the mail is forwarded successfully.



Mail Sent Successfully

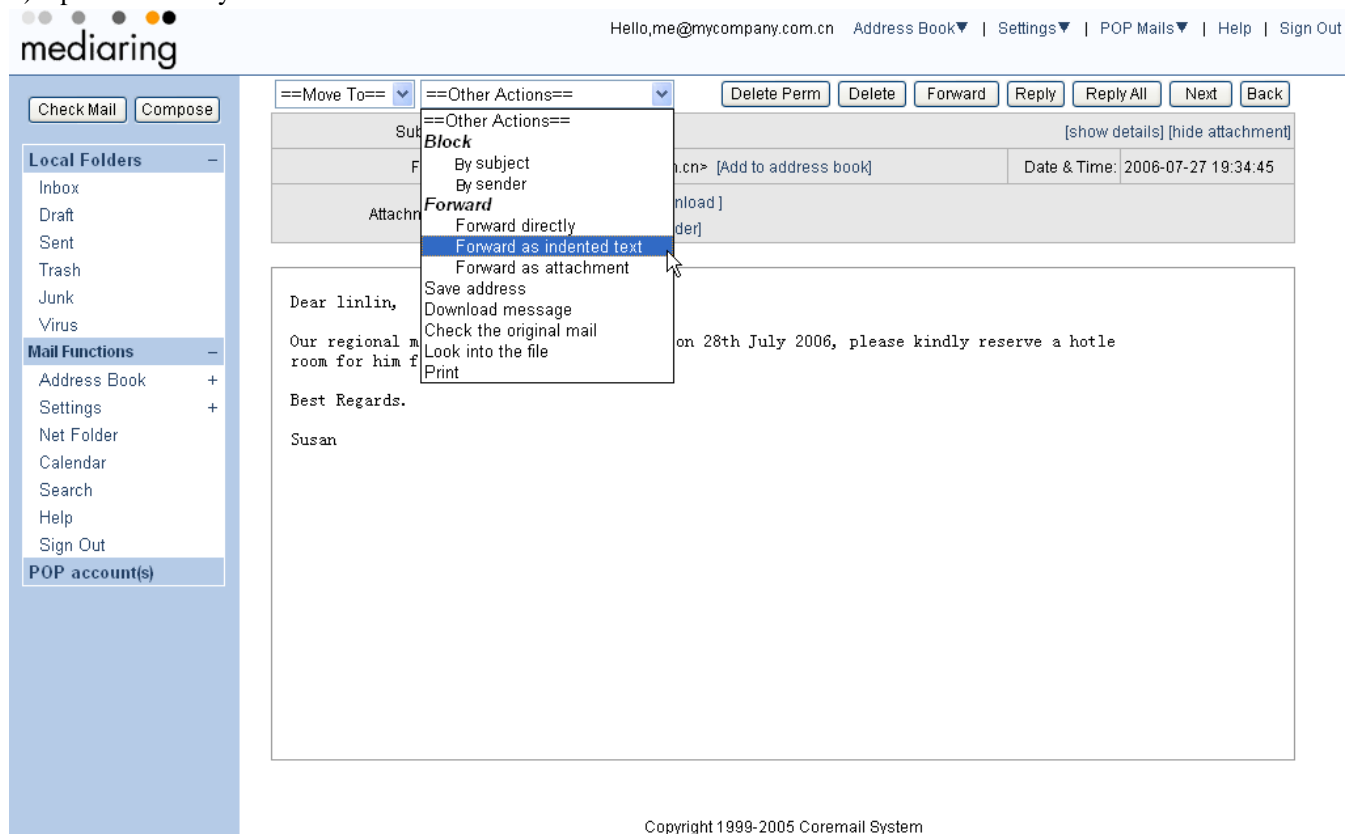
Successful to forward mail to lorna@mycompany.com.cn

[\[Save Address to Address Book\]](#)

Click "Return" to the "Local Folder" page.

3.5.2 Forward as “indented text”

1) Open the email you want to forward and choose “**Forward as indented text**” from “**Other Actions**”.



mediaring

Hello, me@mycompany.com.cn | [Address Book](#) | [Settings](#) | [POP Mails](#) | [Help](#) | [Sign Out](#)

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- [Address Book](#)
- [Settings](#)
- [Net Folder](#)
- [Calendar](#)
- [Search](#)
- [Help](#)
- [Sign Out](#)

POP account(s)

==Move To== **==Other Actions==**

Forward

- Forward directly
- Forward as indented text**
- Forward as attachment
- Save address
- Download message
- Check the original mail
- Look into the file
- Print

Dear linlin,

Our regional m
room for him f

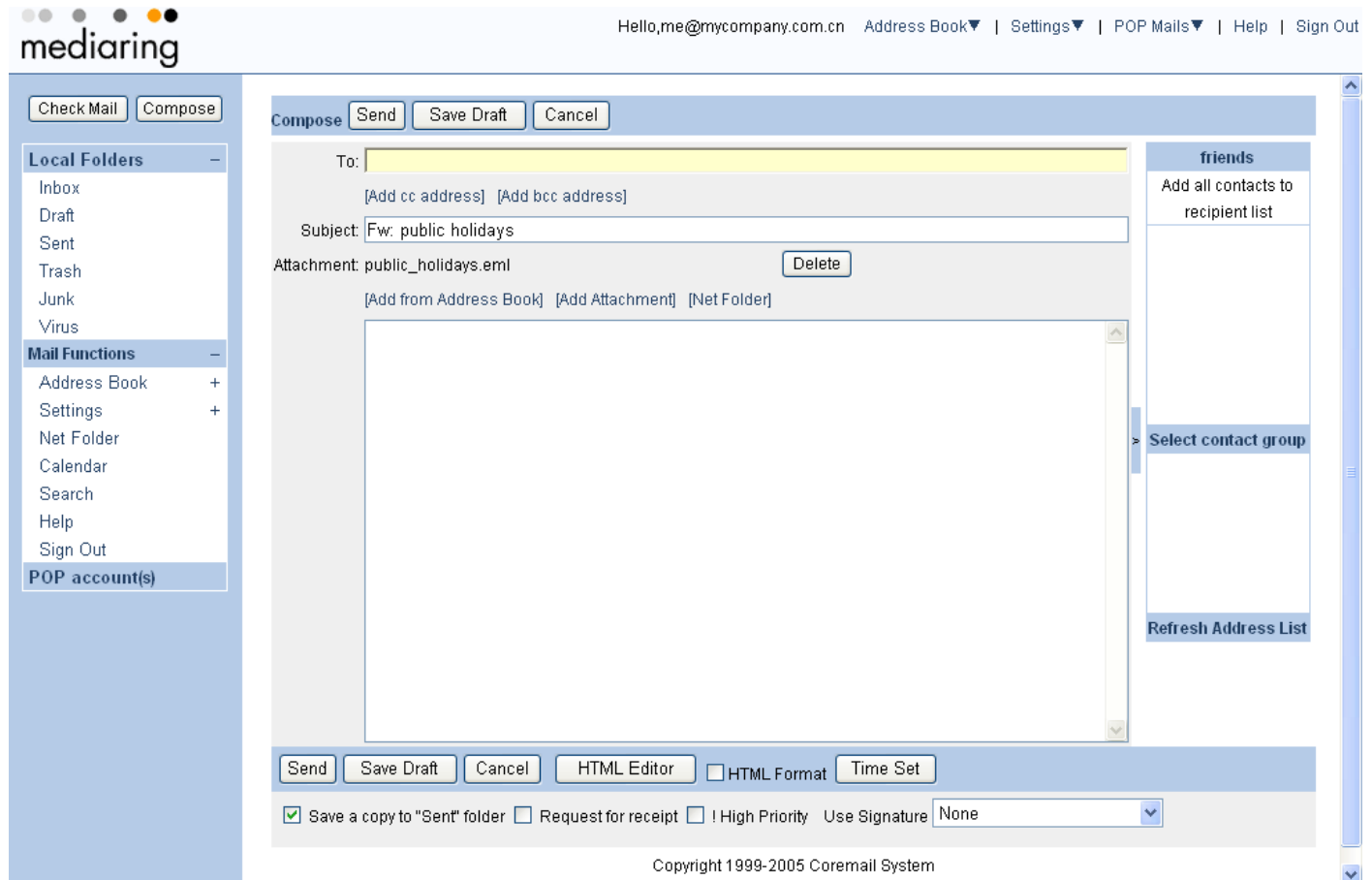
Best Regards.

Susan

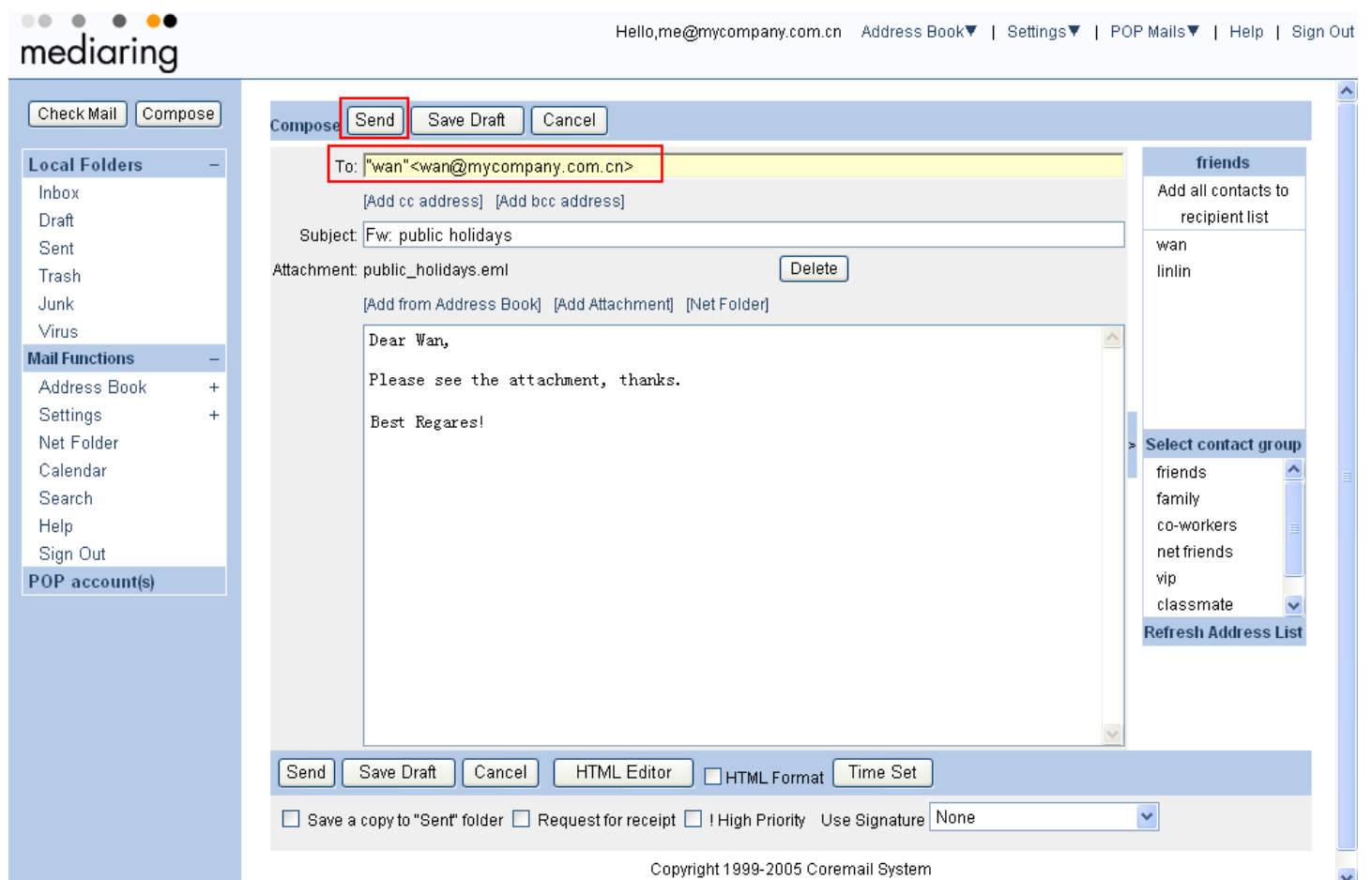
on 28th July 2006, please kindly reserve a hotle

Copyright 1999-2005 Coremail System

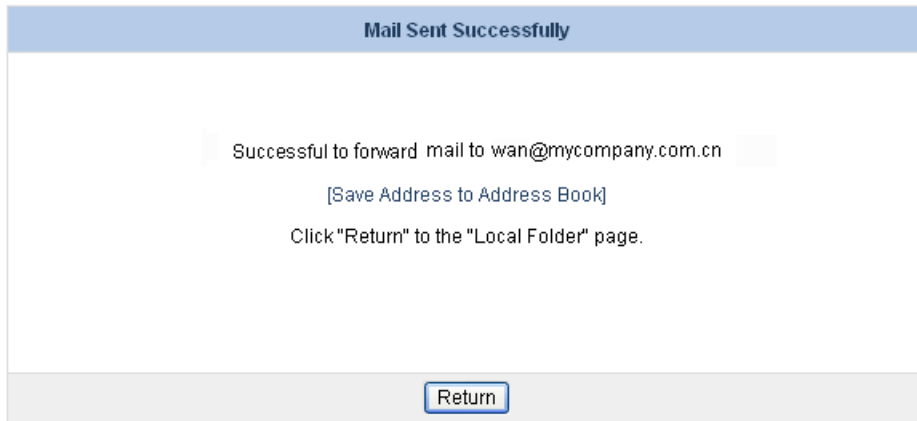
2) The “Compose” page will appear.



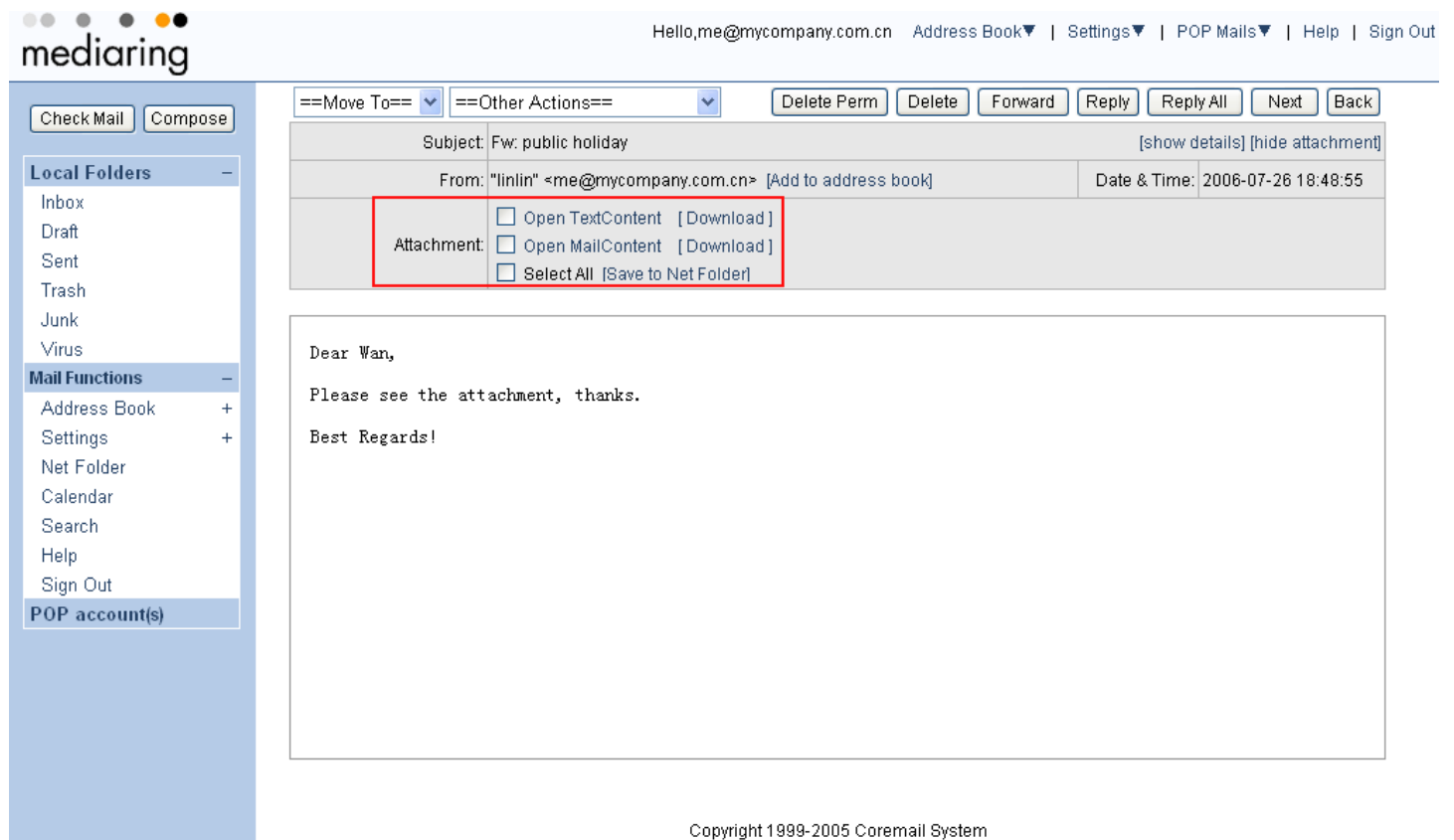
3) Input the receiver’s address in the “To” box, then press “Send”.



4) You can check from the following page to see if the mail is forwarded successfully.



5) The recipient will receive the email as shown below:



6) Check "Open Mail Content", to view forwarded content.

The screenshot shows the 'mediaring' email client interface. The top bar includes the user's email address 'Hello,me@mycompany.com.cn' and links to 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The left sidebar contains 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out, POP account(s)). The main area displays an email with the subject 'Fw: public holidays' and the sender 'linlin' <me@mycompany.com.cn>. The email body contains a message about public holidays on Wednesday. The attachment list shows 'Open MailContent' selected, with a red box highlighting it and a red arrow pointing to the word 'indented' in the body text. The bottom of the interface shows the copyright notice 'Copyright 1999-2005 Coremail System'.

3.5.3 Forward as attachment

1) Open the email you want to forward and choose "Forward as attachment" from "Other Actions".

The screenshot shows the 'mediaring' email client interface with the 'Other Actions' menu open. The menu options include 'Block', 'Forward', 'Forward as indented text', 'Forward as attachment', 'Save address', 'Download message', 'Check the original mail', 'Look into the file', and 'Print'. The 'Forward as attachment' option is highlighted. The email body shows a message from 'Susan' to 'linlin' about a regional room reservation. The bottom of the interface shows the copyright notice 'Copyright 1999-2005 Coremail System'.

2) The “Compose” page will appear.

mediaring

Hello,me@mycompany.com.cn Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -
Inbox
Draft
Sent
Trash
Junk
Virus

Mail Functions -
Address Book +
Settings +
Net Folder
Calendar
Search
Help
Sign Out

POP account(s)

Compose Send Save Draft Cancel

To: [Add cc address] [Add bcc address]

Subject: Fw: office visit

Attachment: office_visit.eml Delete

[Add from Address Book] [Add Attachment] [Net Folder]

Send Save Draft Cancel HTML Editor ☐ HTML Format Schedule Mail

☐ Save a copy to "Sent" folder ☐ Request for receipt ☐ ! High Priority Use Signature None ▼

friends
Add all contacts to recipient list
wan
linlin

Select contact group
friends
family
co-workers
net friends
vip
others
Refresh Address List

3) Input the receiver's address in the “To” box, then press “Send”.

mediaring

Hello,me@mycompany.com.cn Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -
Inbox
Draft
Sent
Trash
Junk
Virus

Mail Functions -
Address Book +
Settings +
Net Folder
Calendar
Search
Help
Sign Out

POP account(s)

Compose Send Save Draft Cancel

To: "wan"<wan@mycompany.com.cn> [Add cc address] [Add bcc address]

Subject: Fw: office visit

Attachment: office_visit.eml Delete

[Add from Address Book] [Add Attachment] [Net Folder]

Dear Wan,
Please the attachment, thanks.

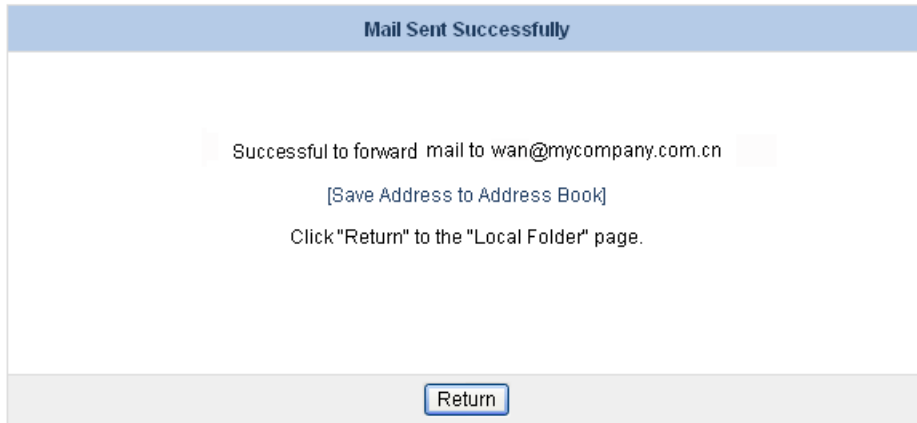
Send Save Draft Cancel HTML Editor ☐ HTML Format Schedule Mail

☐ Save a copy to "Sent" folder ☐ Request for receipt ☐ ! High Priority Use Signature None ▼

friends
Add all contacts to recipient list
wan
linlin

Select contact group
friends
family
co-workers
net friends
vip
others
Refresh Address List

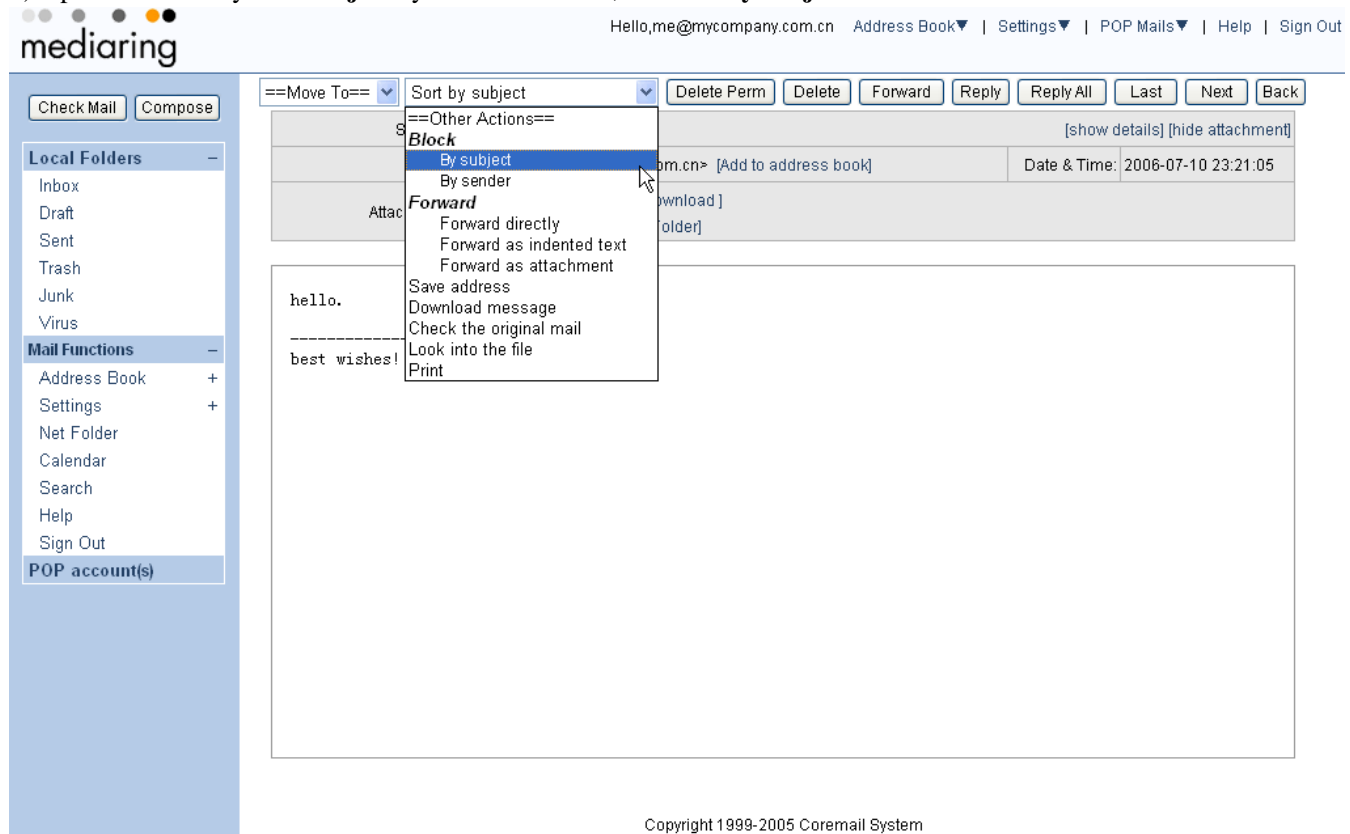
2) You can check from the following page to see if the mail is forwarded successfully.



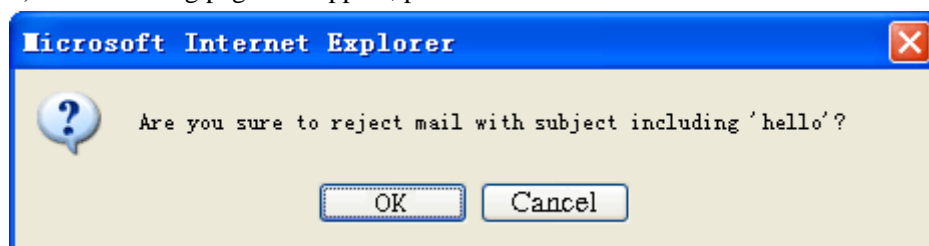
3.6 Block Emails

3.6.1 By subject

1) Open the email by the “subject” you wish to block, choose “By subject” under “Block” from “Other Actions”.

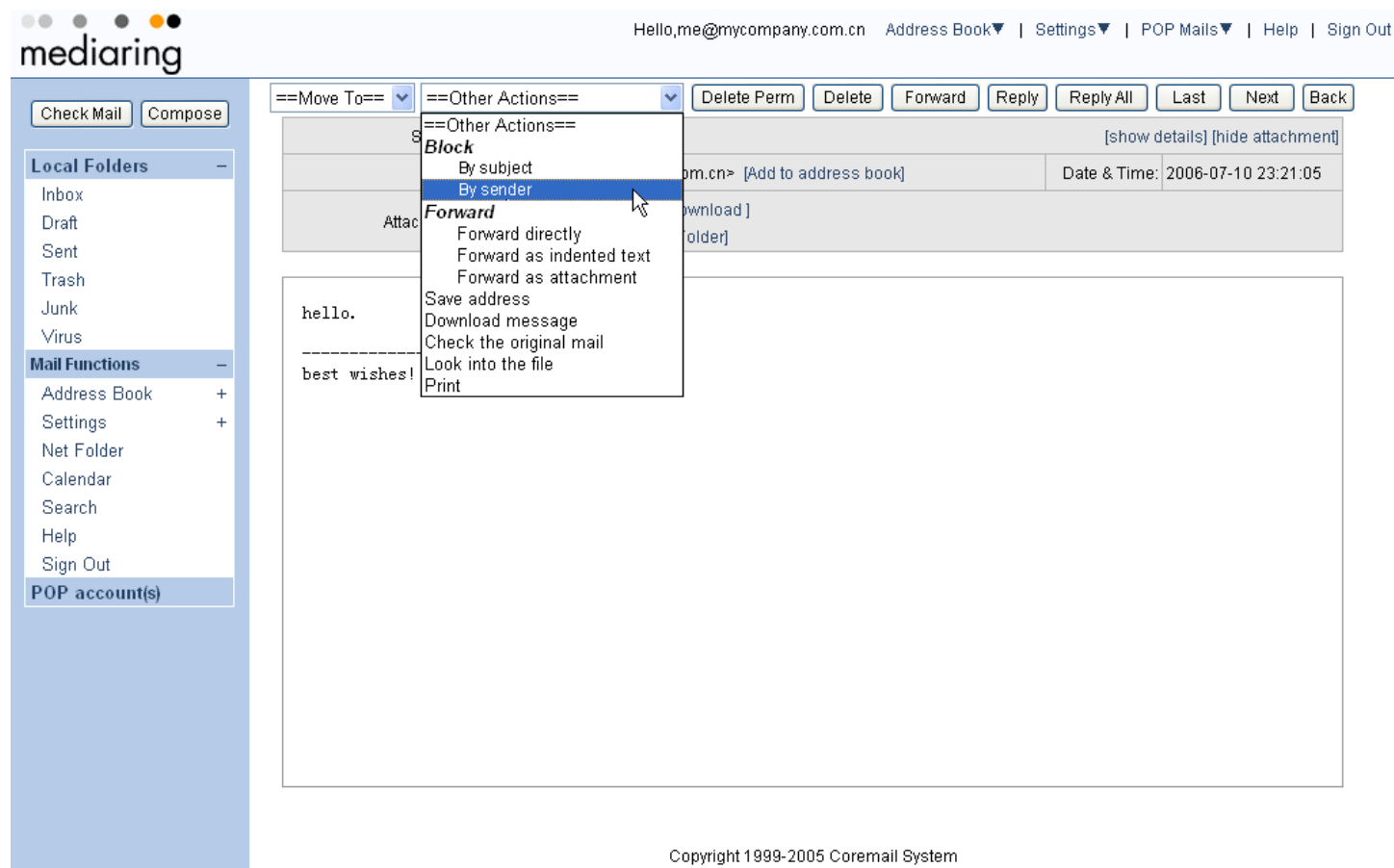


2) The following page will appear, press “OK” to confirm.



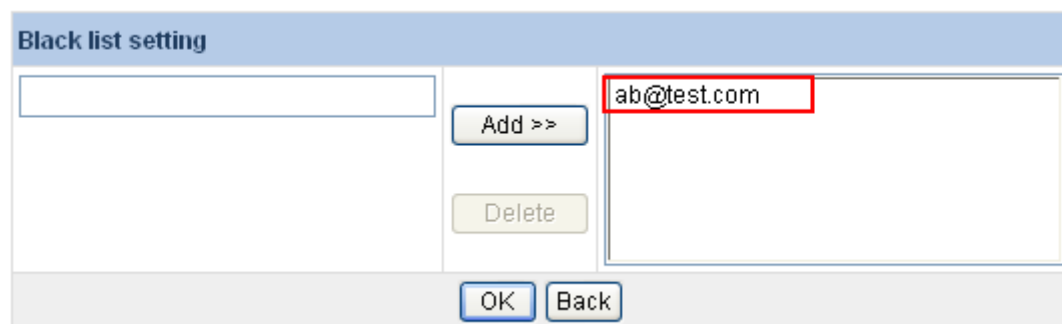
3.6.2 By sender

1) Open the email with the “**Sender**” you want to block, choose “**By sender**” under “**Block**” from “**Other Action**”.

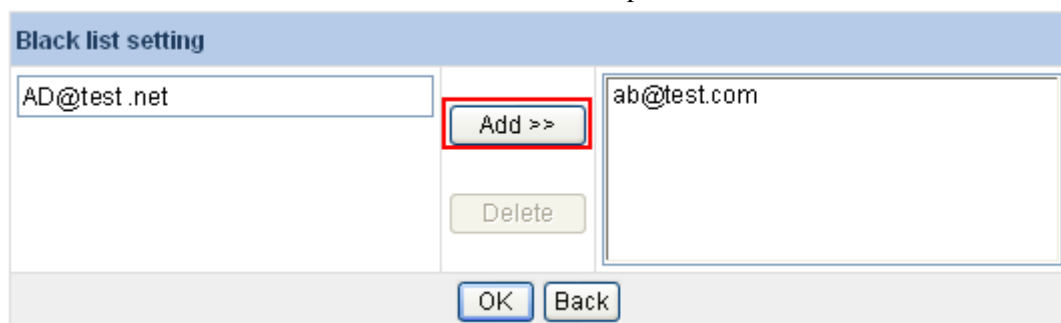


Copyright 1999-2005 Coremail System

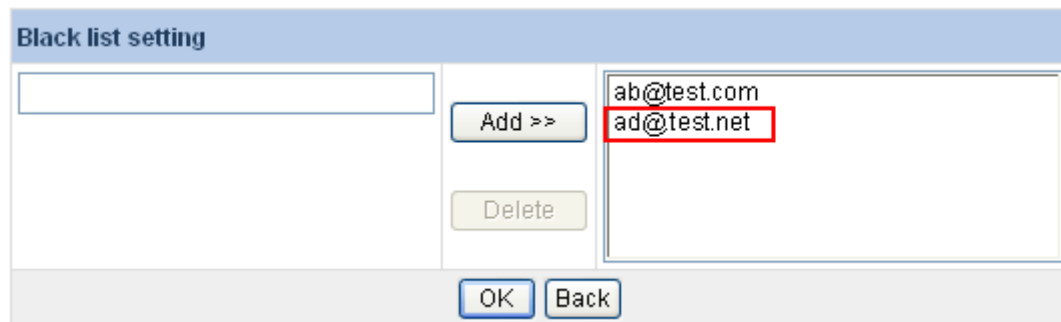
2) The “**Black list setting**” page will appear, and the “**sender’s**” email address is automatically added to the box on the right. Press “**OK**” to confirm.



3) If you want to add a sender’s email address manually, please refer to section 6.4.1 “**Black List**” setting. Input the mail address that will be blocked in the box on the left, then press “**Add**”.



4) The mail address will be listed on the right box, press “OK” to confirm.



The 'Black list setting' dialog box features a header bar with the title. Below it, on the left, is an empty text input field. To its right are two buttons: 'Add >>' and 'Delete'. Further right is a list box containing two email addresses: 'ab@test.com' and 'ad@test.net', with the latter highlighted by a red rectangular border. At the bottom of the dialog are 'OK' and 'Back' buttons.

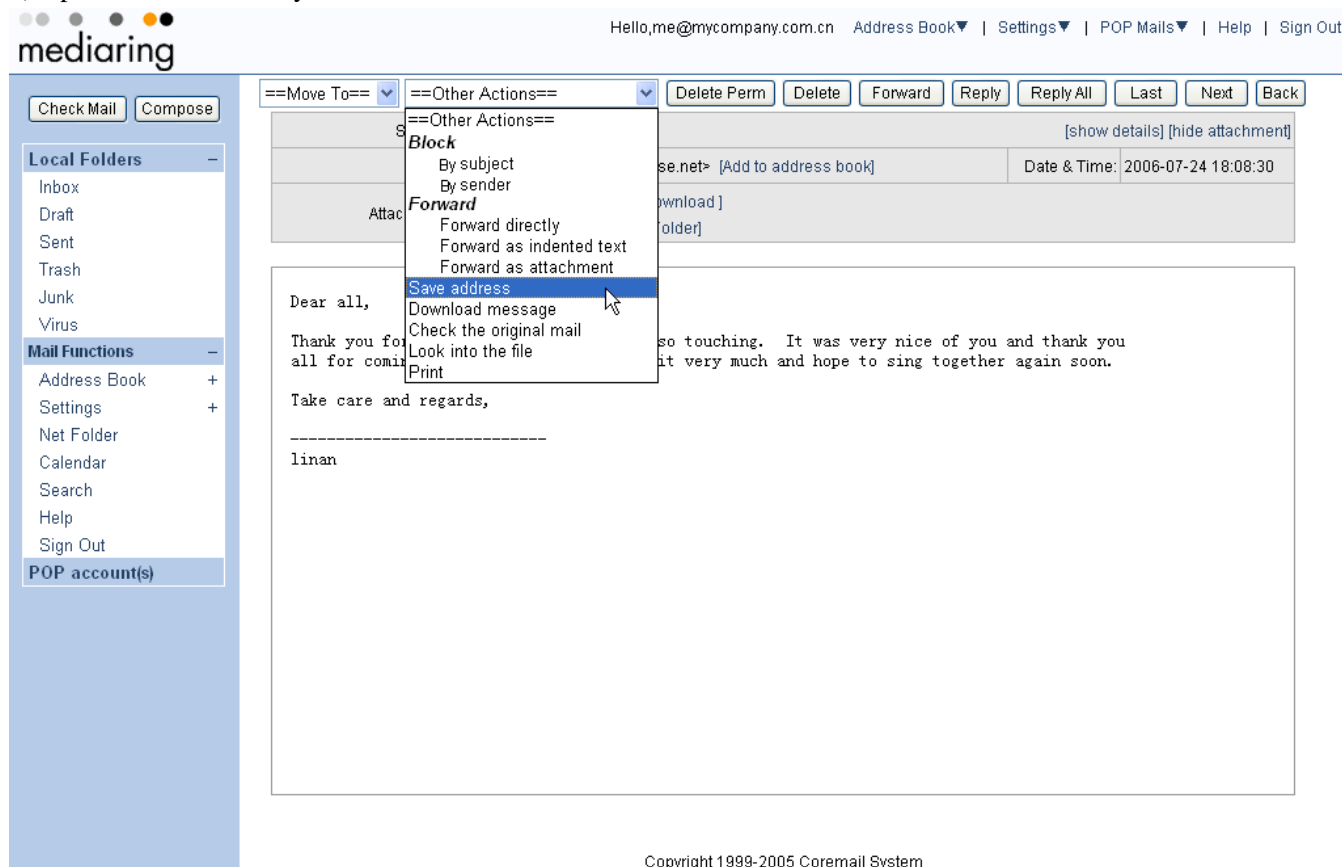
5) You can check from the following page to see if the mail address is blocked.



The 'Message' page has a blue header bar with the title. The main content area is white and contains the text: '‘Black List’ is updated successfully!'. At the bottom center, there is an 'OK' button.

3.7 Save address

1) Open the email which you want to save the email address. Choose “Save address” under “Other Actions”.



The screenshot shows an email client interface. At the top, there's a status bar with the email address 'Hello,me@mycompany.com.cn' and links for 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. Below this is the 'mediaring' logo. The left sidebar contains 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The main area displays an email with a subject line partially visible as 'se.net>'. A context menu is open over the email, showing options like 'Block', 'Forward', 'Save address', 'Download message', 'Check the original mail', 'Look into the file', and 'Print'. The 'Save address' option is highlighted. The email body text is visible, starting with 'Dear all,' and 'Thank you for all for comi...'. The footer of the email client shows 'Copyright 1999-2005 Coremail System'.

2) You can see from the following page that the “**Must Fill In**” items are already filled in. Press “**OK**” to confirm.

mediaring

Hello,me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Personal Addresses Edit

New Personal Address

Must fill in

Name: susan **

Email Address: susan@mycompany.c **

Personal details

Groups: ☐ friends ☐ family ☐ co-workers ☐ net friends ☐ vip ☐ classmate

Birthday: Year Month Day

ICQ Number:

Home Page:

Home Address:

ZIP/Postal Code:

Home Phone Number:

Mobile:

Work details

Company:

Work Number:

Fax Number:

Address:

ZIP/Postal Code:

OK Clear Export Back

Copyright 1999-2005 Coremail System

3) You can check from the following page to see if the email address is saved.

mediaring

Hello,me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show All group with the first letter equals to All, list the First 20 messages OK

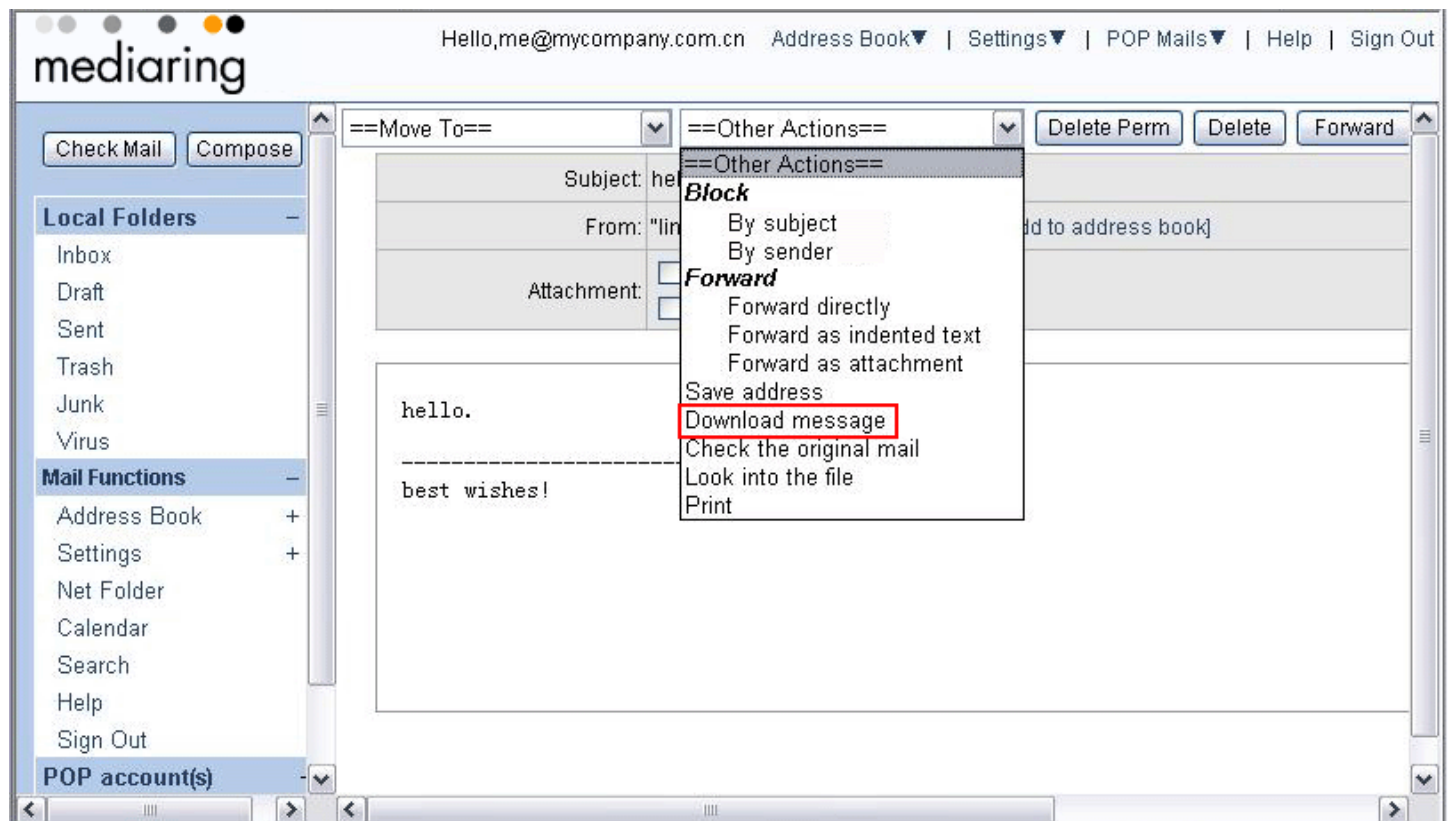
Select(Row)	Name	List Mail	Action
<input type="checkbox"/> 1	WF	wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/> 2	wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/> 3	linlin	me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/> 4	Annie	annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/> 5	susan	susan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

☐ Select All Delete Add Move To friends Group's mail list

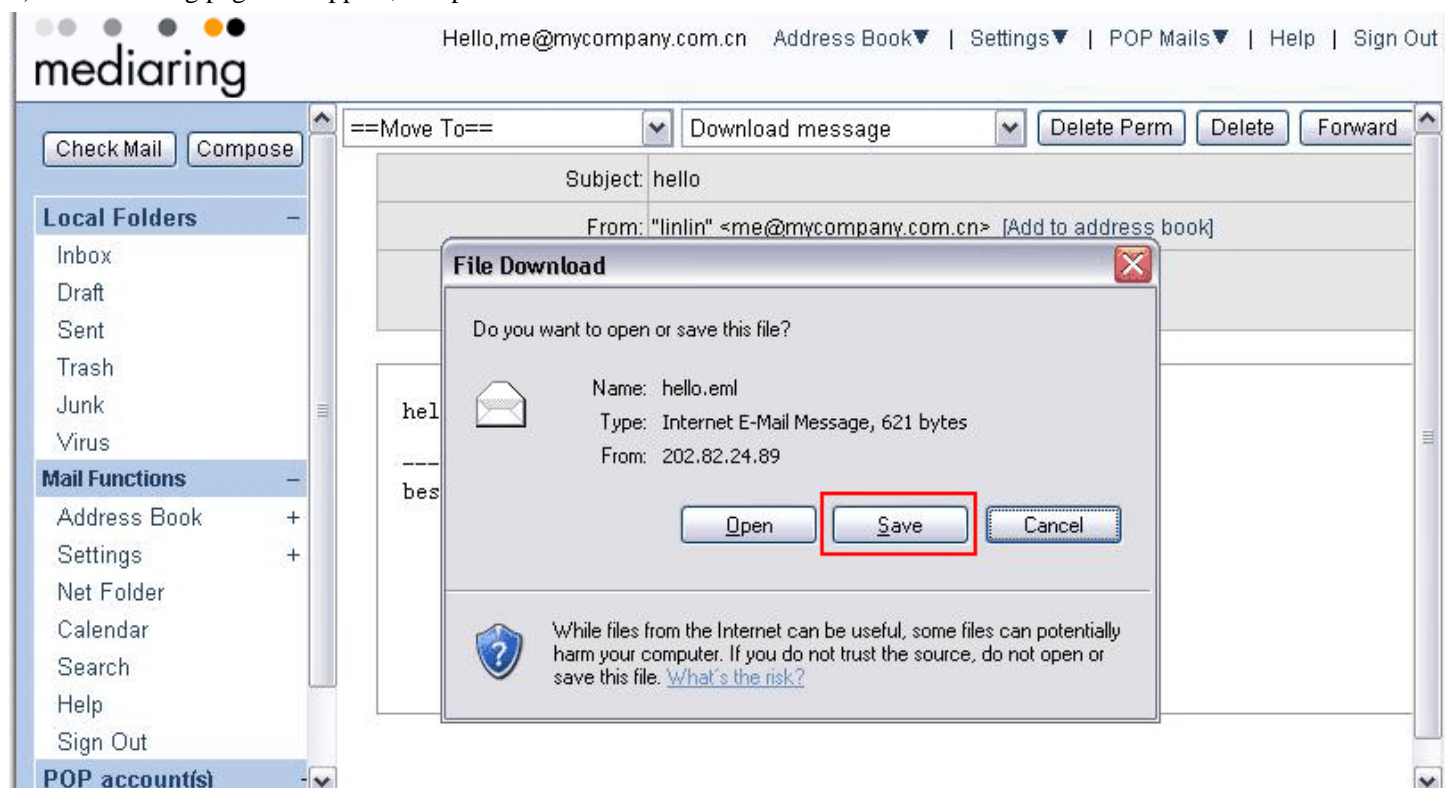
Copyright 1999-2005 Coremail System

3.8 Download an email

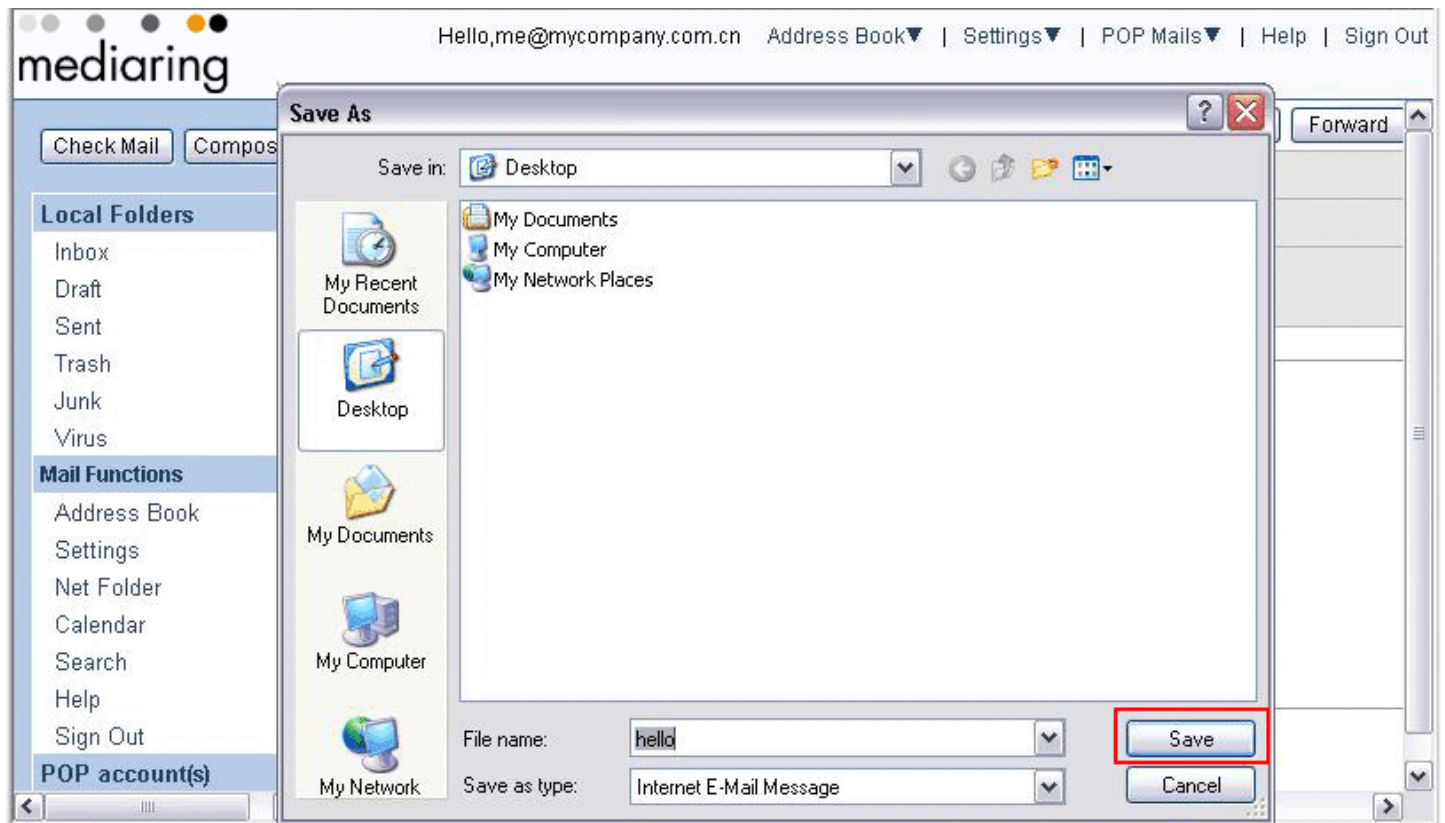
1) Open the email you want to download. Choose “**Download message**” from “**Other Actions**”.



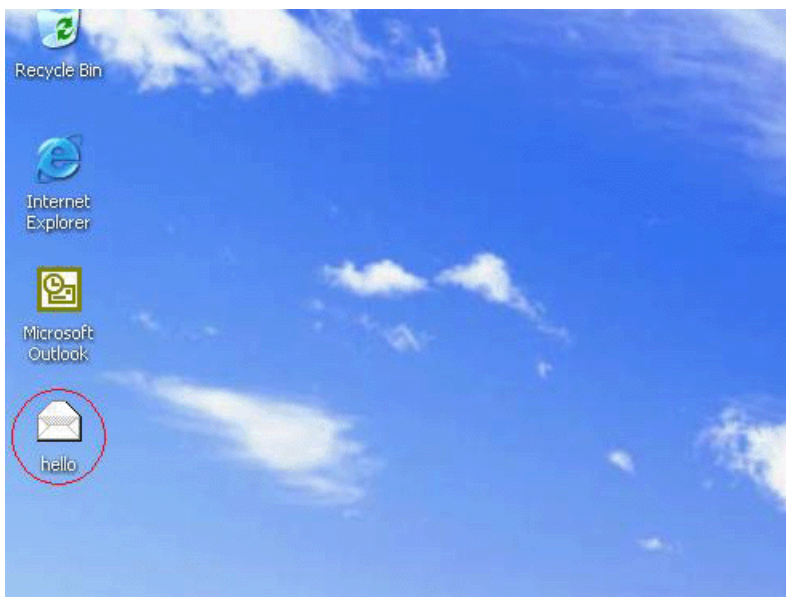
2) The following page will appear, and press “**Save**”.



3) Select the location you want save the email, then press **“Save”** to confirm.

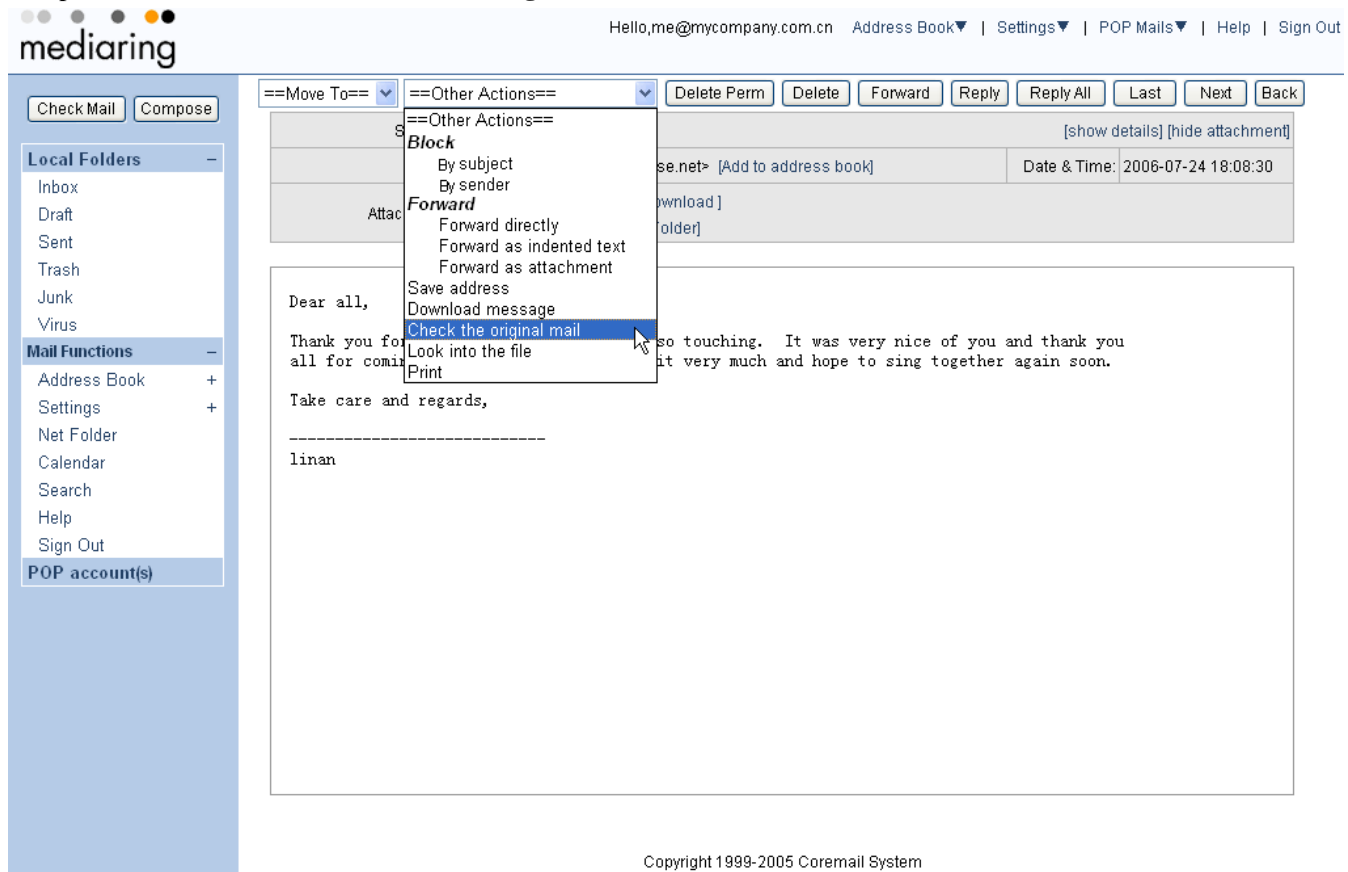


4) You can check from the following page to see if the email download is successful.



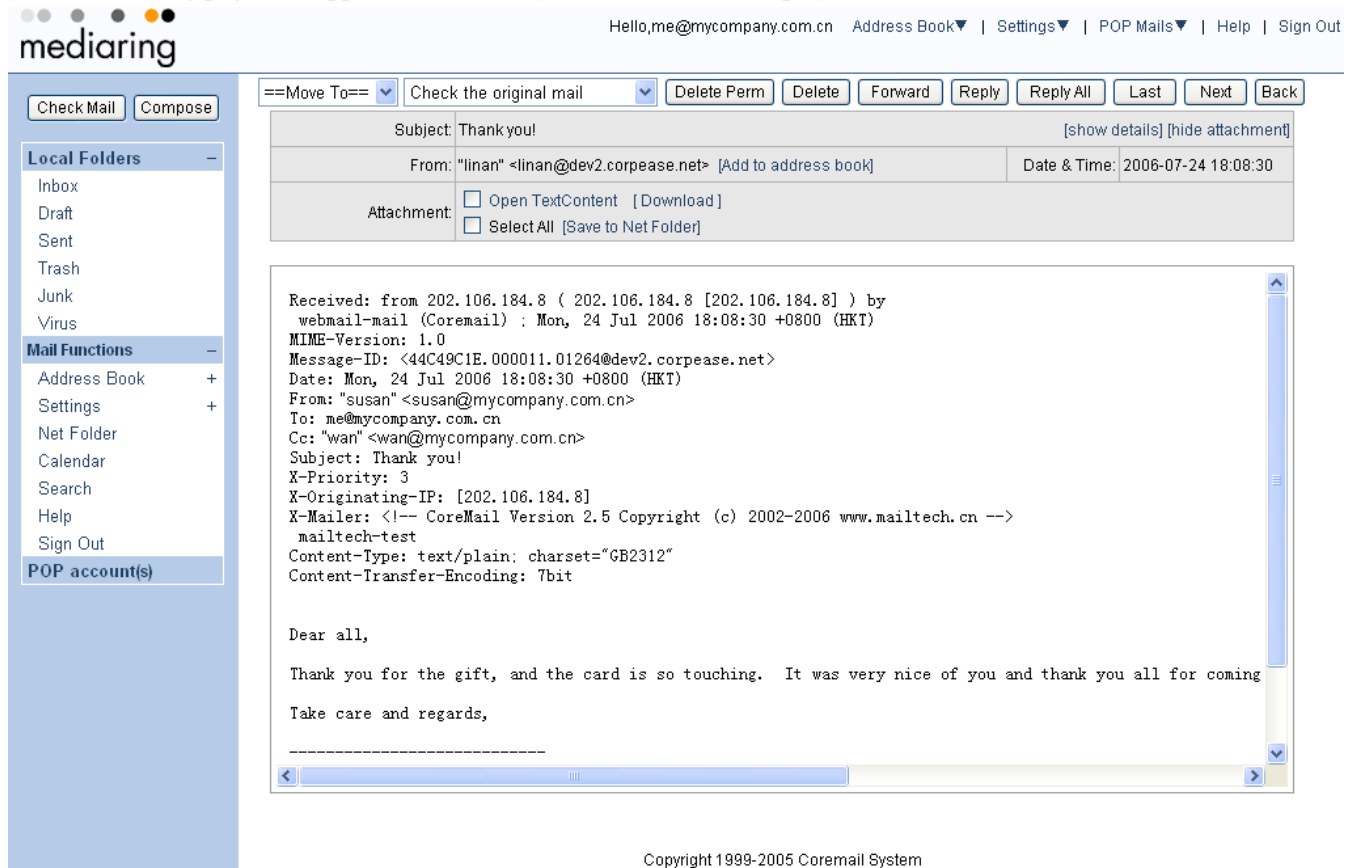
3.9 Check email status

1) Open the email and choose “Check the original mail” under “Other Actions”.



The screenshot shows the Coremail webmail interface. The top navigation bar includes the user email 'Hello, me@mycompany.com.cn', 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The left sidebar contains 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The main area displays an email with the subject 'Thank you!' and the body text: 'Dear all, Thank you for all for coming to our company. It was very nice of you and thank you all for coming. Take care and regards, linan'. The 'Other Actions' dropdown menu is open, showing options: Block, Forward, Save address, Download message, Check the original mail (highlighted), Look into the file, and Print. The email header shows 'From: "linan" <linan@dev2.corpease.net>' and 'Date & Time: 2006-07-24 18:08:30'.

2) The following page will appear, with some system information displayed.



The screenshot shows the Coremail webmail interface displaying the email details page. The top navigation bar is the same as the previous screenshot. The left sidebar is also the same. The main area displays the email details, including the subject 'Thank you!', the from 'linan' <linan@dev2.corpease.net>, and the date & time '2006-07-24 18:08:30'. The attachment section shows 'Open TextContent [Download]' and 'Select All [Save to Net Folder]'. The email body text is: 'Received: from 202.106.184.8 (202.106.184.8 [202.106.184.8]) by webmail-mail (Coremail) : Mon, 24 Jul 2006 18:08:30 +0800 (HKT) MIME-Version: 1.0 Message-ID: <44C49C1E.000011.01264@dev2.corpease.net> Date: Mon, 24 Jul 2006 18:08:30 +0800 (HKT) From: "susan" <susan@mycompany.com.cn> To: me@mycompany.com.cn Cc: "wan" <wan@mycompany.com.cn> Subject: Thank you! X-Priority: 3 X-Originating-IP: [202.106.184.8] X-Mailer: <!-- CoreMail Version 2.5 Copyright (c) 2002-2006 www.mailtech.cn --> mailtech-test Content-Type: text/plain; charset="GB2312" Content-Transfer-Encoding: 7bit Dear all, Thank you for the gift, and the card is so touching. It was very nice of you and thank you all for coming. Take care and regards, linan'.

4. Send Emails

Click “Compose” on the left navigation to enter the “Compose” page. Input the receiver’s email address in the “To” box and the subject in the “Subject” box. Write your email in the box below and press “Send” when finish.

The screenshot shows the 'mediaring' web interface. At the top, there's a header with the user's email 'Hello,me@mycompany.com.cn' and links for 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. On the left, a navigation menu includes 'Check Mail', 'Compose', 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus), 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out), and 'POP account(s)'. The main area is the 'Compose' form, which has buttons for 'Send', 'Save Draft', and 'Cancel'. The 'To' field is filled with 'wan' and the 'Subject' field is filled with 'Re-confirmation on our appointment'. Below these fields are links for '[Add cc address]', '[Add bcc address]', '[Add from Address Book]', '[Add Attachment]', and '[Net Folder]'. The email body contains the text: 'Hi Wan, How are you? I hope everything is fine. See you this Sunday. Take Care'. At the bottom of the form, there are buttons for 'Send', 'Save Draft', 'Cancel', 'HTML Editor', a checkbox for 'HTML Format', and a 'Schedule Mail' button. Below these are checkboxes for 'Save a copy to "Sent" folder', 'Request for receipt', 'High Priority', and a 'Use Signature' dropdown menu set to 'None'. On the right side, there's a 'friends' contact list with 'wan' and 'linlin', and a 'Select contact group' dropdown menu with options like 'friends', 'family', 'co-workers', 'net friends', 'vip', and 'others'. A 'Refresh Address List' button is also present. The footer of the interface says 'Copyright 1999-2005 Coremail System'.

4.1 Address list

Click “Compose” on the left navigation to enter the “Compose” page. You can click the addresses on the right navigation to include them in the “To”, “cc” or “bcc” boxes.

This screenshot shows the 'mediaring' web interface with the 'Compose' form. The 'To' field contains 'wan', the 'CC' field contains 'linlin', and the 'BCC' field contains 'Annie'. The email body contains the text: 'Hi Wan, How are you? I hope everything is fine. See you this Sunday. Take Care'. The interface is similar to the previous screenshot, but the 'To' field now includes 'linlin' and the 'BCC' field includes 'Annie'. The 'Select contact group' dropdown menu is still visible on the right, and the 'Refresh Address List' button is present. The footer of the interface says 'Copyright 1999-2005 Coremail System'.

4.2 Send emails with attachments

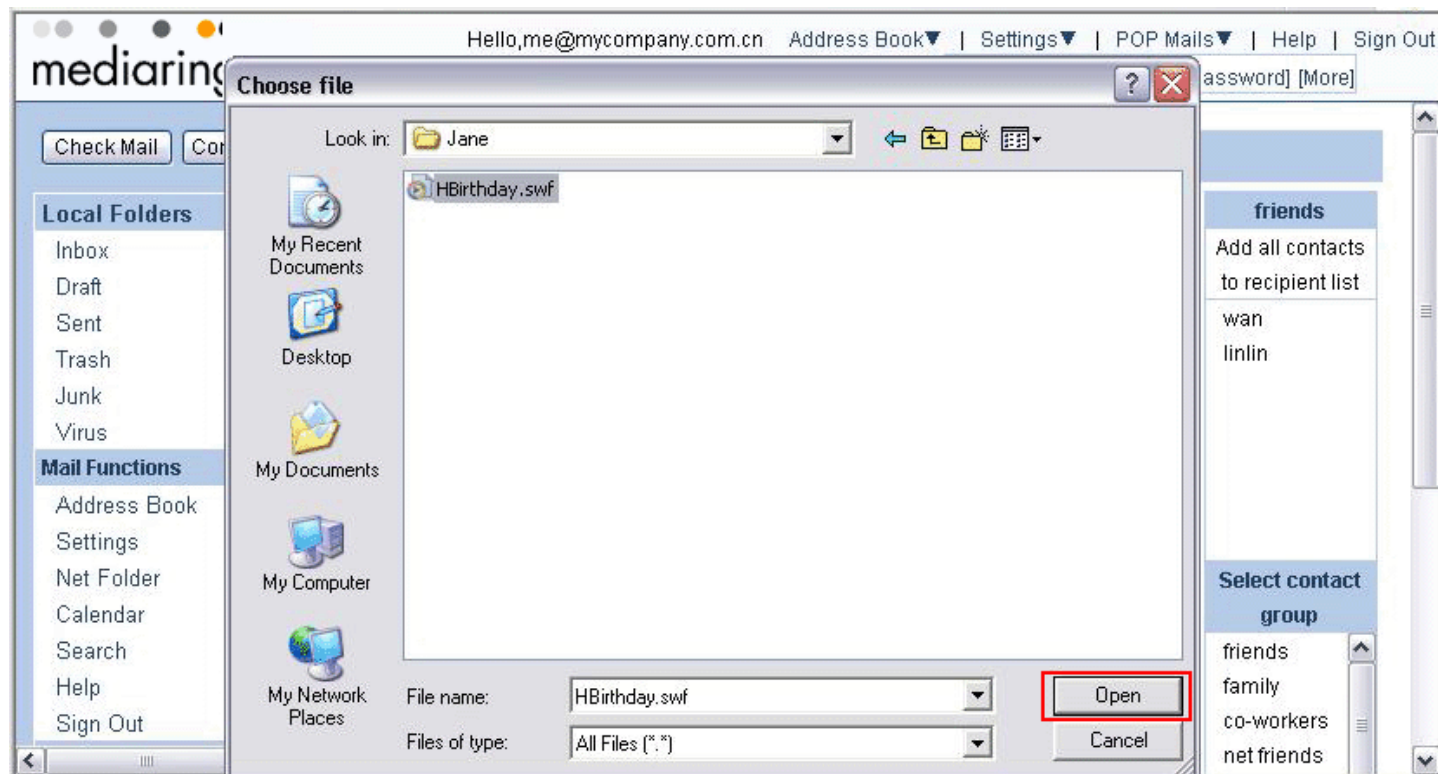
1) Click “Compose” on the left navigation to enter the “Compose” page. Click “Add Attachment”.

The screenshot shows the 'mediaring' web interface. The top navigation bar includes 'Hello, me@mycompany.com.cn', 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The left sidebar has 'Check Mail' and 'Compose' buttons. The 'Compose' page has a 'Send' button and a 'Save Draft' button. The email fields are: To: 'wan' <wan@mycompany.com.cn>, CC: 'linlin' <me@mycompany.com.cn>, BCC: 'Annie' <annie@mycompany.com.cn>, Subject: 'Re-confirmation on our appointment'. The 'Add Attachment' button is highlighted with a red box. The email body contains: 'Hi wan, How are you? I hope everything is fine with you. See you this Sunday. Take Care'. The right sidebar shows a contact list with 'co-workers' and 'Annie'.

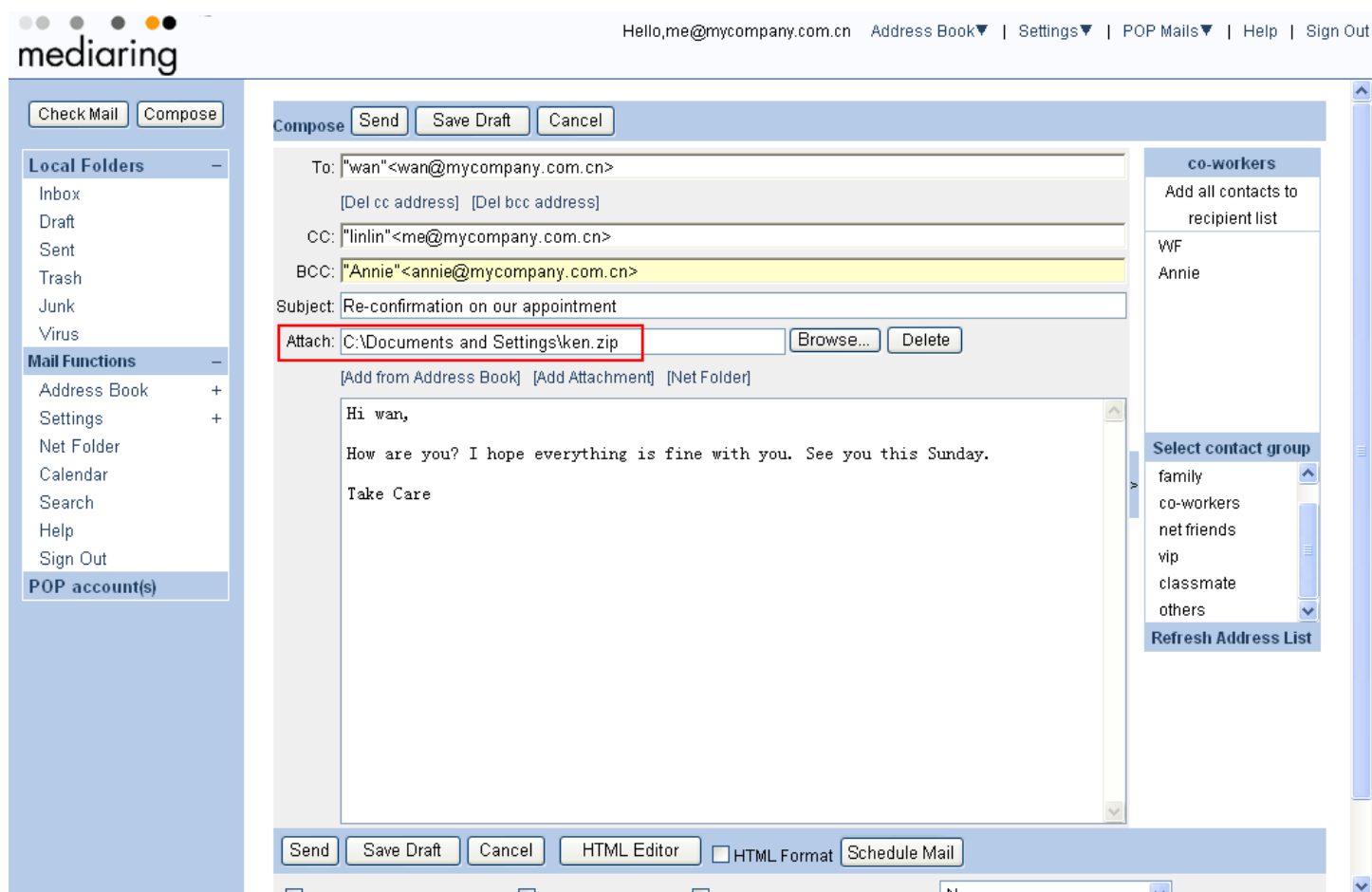
2) Click “Browse” to access to file to be attached.

The screenshot shows the 'mediaring' web interface. The top navigation bar includes 'Hello, me@mycompany.com.cn', 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The left sidebar has 'Check Mail' and 'Compose' buttons. The 'Compose' page has a 'Send' button and a 'Save Draft' button. The email fields are: To: 'wan' <wan@mycompany.com.cn>, CC: 'linlin' <me@mycompany.com.cn>, BCC: 'Annie' <annie@mycompany.com.cn>, Subject: 'Re-confirmation on our appointment'. The 'Attach:' field has a 'Browse...' button highlighted with a red box. The email body contains: 'Hi wan, How are you? I hope everything is fine with you. See you this Sunday. Take Care'. The right sidebar shows a contact list with 'co-workers' and 'Annie'.

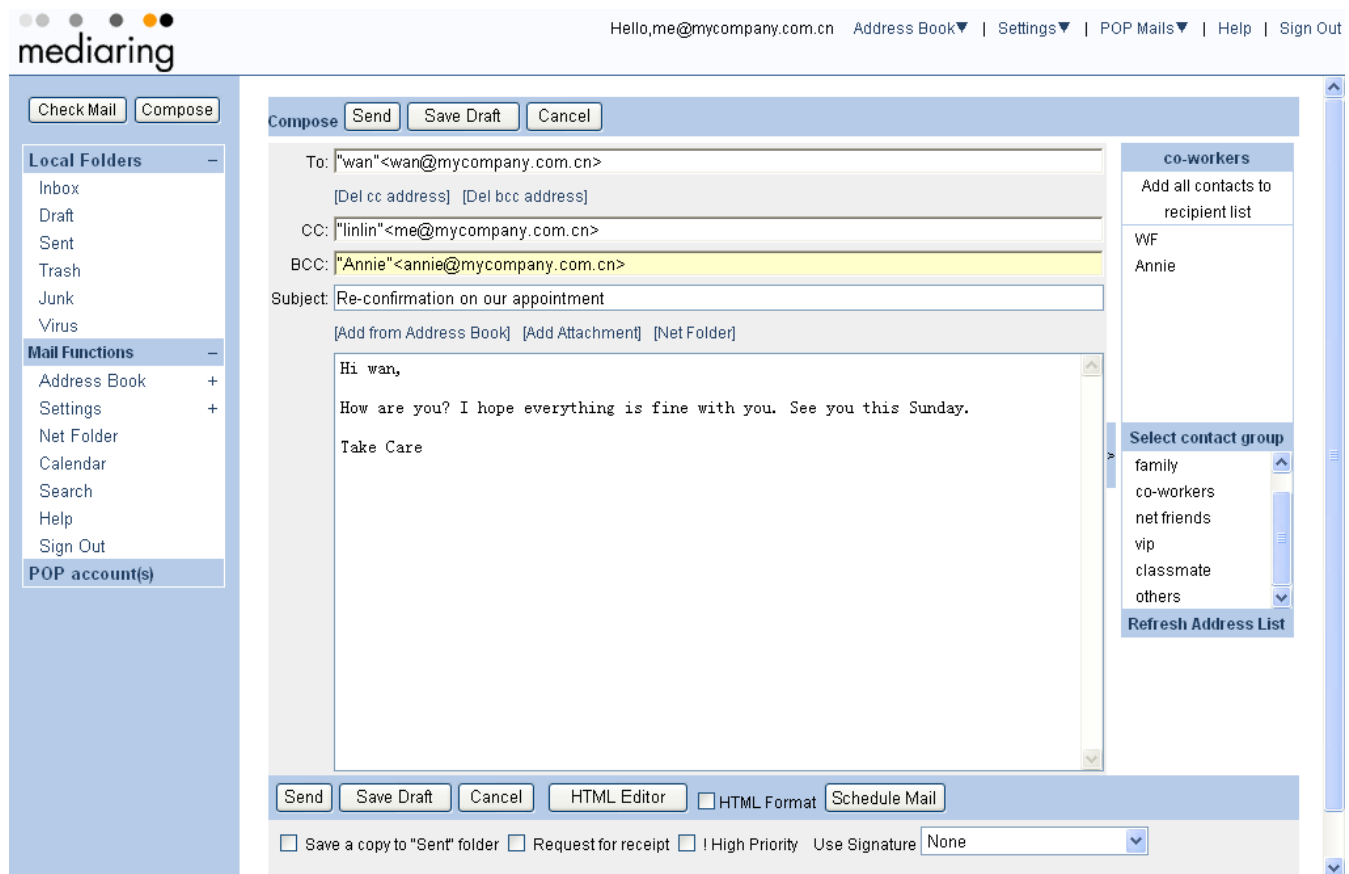
3) Click “Open” to select file.



4) You can check from the following page to see if the file is attached.

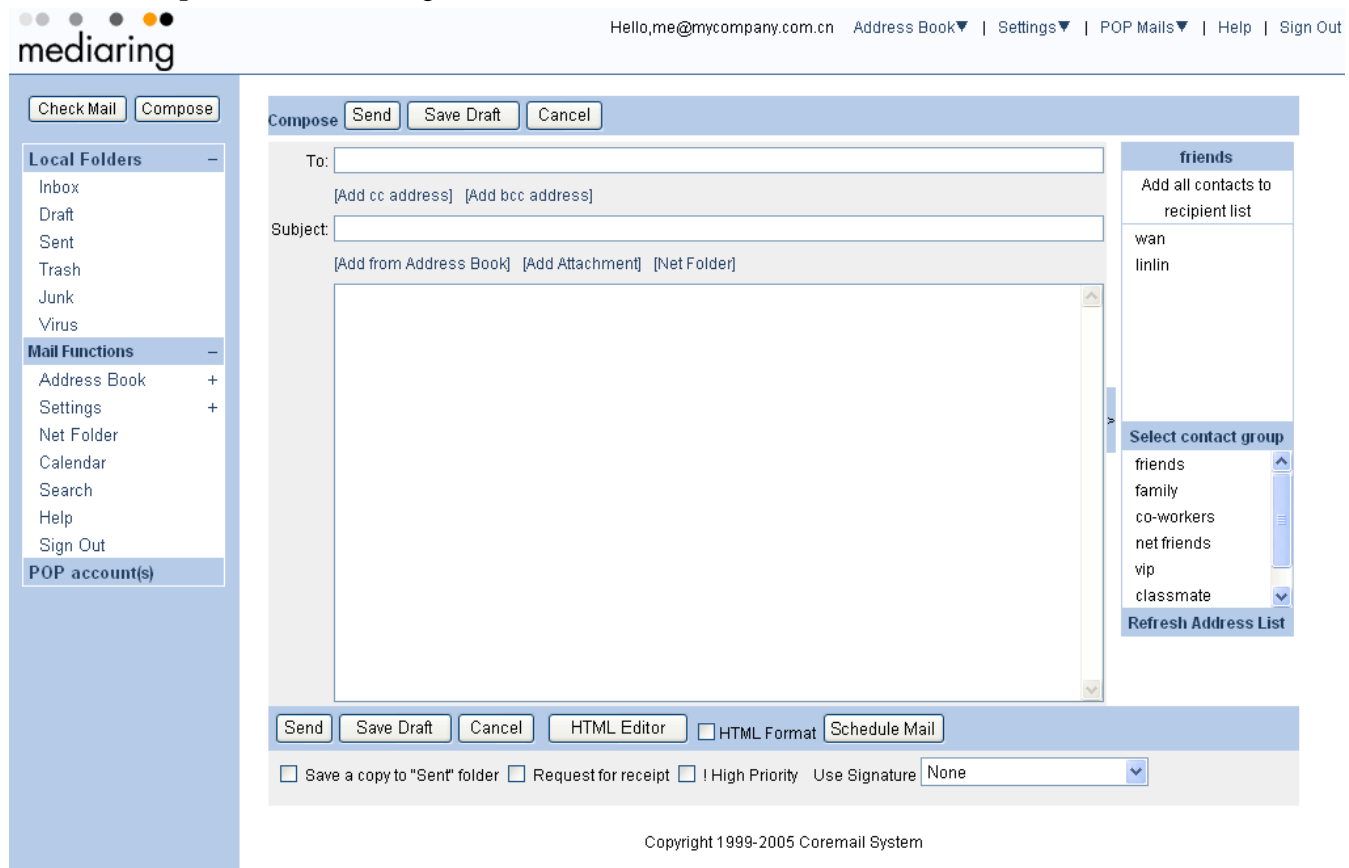


- 5) If you want to delete the attachment, press **“Delete”**. You can check from the following page to see if the attachment is deleted.

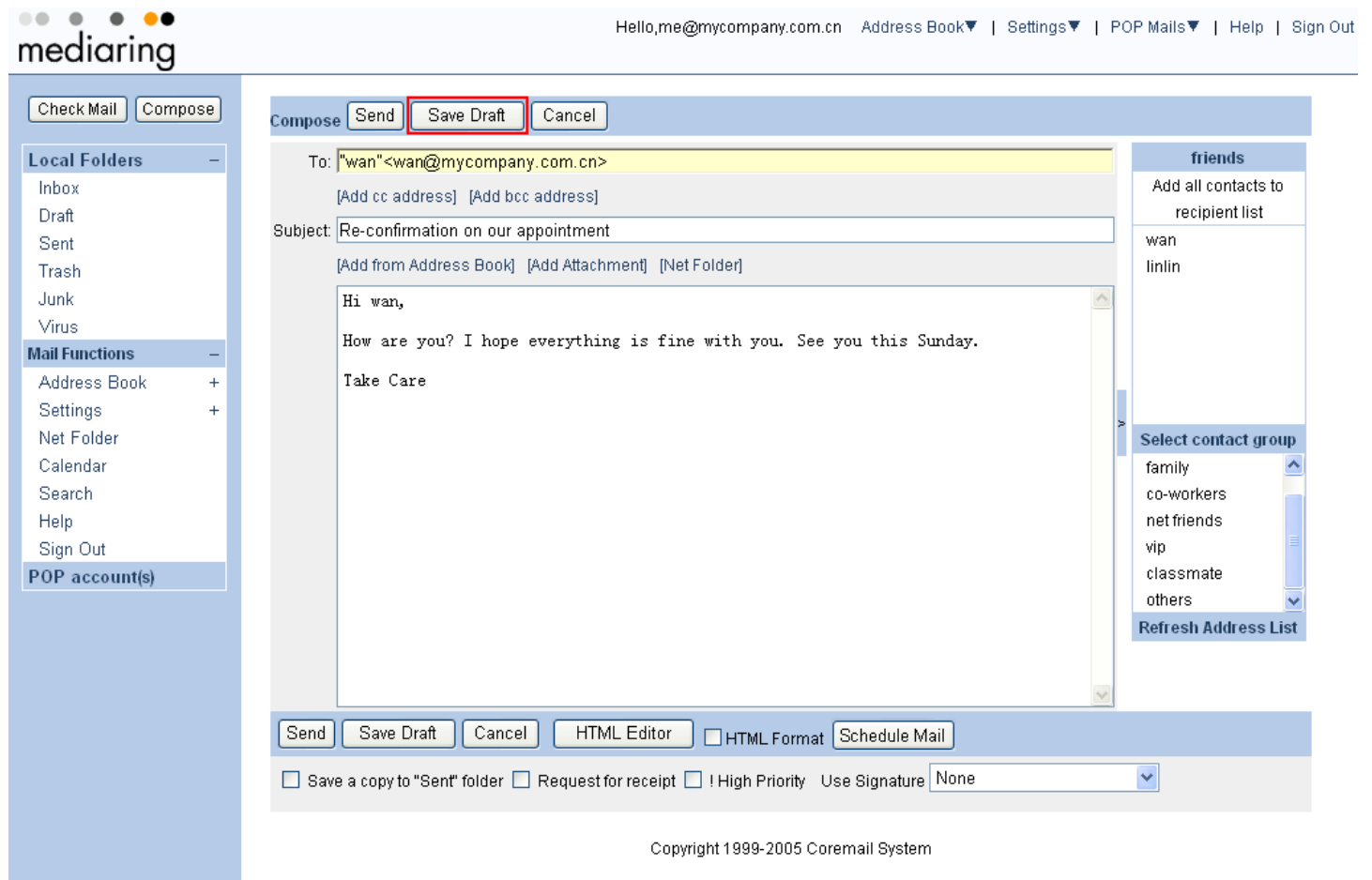


4.3 Save emails to “Draft” folder

- 1) Click **“Compose”** on the left navigation.



2) Write the email and press **“Save Draft”**.



3) You can check from the following page to see if the email is saved in the **“Draft”** folder.



4.4 Send emails in text format

1) Click “Compose” on the left navigation and write you email. Input all the addresses required and press “Send” to send email.

The screenshot shows the 'mediaring' email client interface. The top bar includes the user's email address 'Hello,me@mycompany.com.cn' and links for 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The left sidebar contains 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The main 'Compose' window has a 'Send' button highlighted with a red box. The email fields are filled with: To: 'wan' <wan@mycompany.com.cn>, CC: 'linlin' <me@mycompany.com.cn>, BCC: 'Annie' <annie@mycompany.com.cn>, and Subject: 'Re-confirmation on our appointment'. The email body contains the text: 'Hi wan, How are you? I hope everything is fine with you. See you this Sunday. Take care'. The bottom of the 'Compose' window has buttons for 'Send', 'Save Draft', 'Cancel', 'HTML Editor', 'HTML Format', and 'Schedule Mail', along with checkboxes for 'Save a copy to "Sent" folder', 'Request for receipt', and 'High Priority', and a 'Use Signature' dropdown set to 'loma1'.

2) You can check from the following page to see if the email is sent successfully.

The screenshot shows a confirmation page titled 'Mail Sent Successfully'. The text on the page reads: 'Successful to send the mail to "wan" <wan@mycompany.com.cn>,"linlin" <me@mycompany.com.cn>,"annie" <annie@mycompany.com.cn>'. Below this, there is a link '[Save Address to Address Book]' and a instruction 'Click "Return" to the "Local Folder" page.'. At the bottom, there is a 'Return' button.

4.5 Send emails in HTML format

1) Click “Compose” on left the navigation, and click “HTML Editor” to change to HTML Format.

The screenshot shows the Coremail web interface. At the top, the user is logged in as 'Hello, me@mycompany.com.cn'. The left sidebar contains 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The main area is the 'Compose' screen with buttons for 'Send', 'Save Draft', and 'Cancel'. The 'To:' field is empty, and the 'Subject:' field is also empty. Below these fields are links for '[Add cc address]', '[Add bcc address]', '[Add from Address Book]', '[Add Attachment]', and '[Net Folder]'. A large text area for the email body is present. At the bottom of the compose area, there are buttons for 'Send', 'Save Draft', 'Cancel', 'HTML Editor' (highlighted with a red box), 'HTML Format', and 'Schedule Mail'. There are also checkboxes for 'Save a copy to "Sent" folder', 'Request for receipt', and 'High Priority', along with a 'Use Signature' dropdown set to 'None'. On the right side, there is a 'friends' contact list with 'wan' and 'linlin', and a 'Select contact group' dropdown menu with options like 'friends', 'family', 'co-workers', 'net friends', 'vip', and 'classmate'. A 'Refresh Address List' button is also visible.

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2) Compose you email with the available tools and press “Send” when finish.

The screenshot shows the Coremail web interface with the email composed in HTML format. The 'To:' field now contains '"wan"<wan@mycompany.com.cn>'. The 'Subject:' field contains 'Re-confirmation on our appointment'. The email body contains the following text: 'Hi wan,', 'How are you? I hope everything is fine with you.', 'See you this Sunday.', and 'Take care!'. The 'HTML Editor' button is no longer highlighted. The 'Send' button is now visible. The 'Letter paper' dropdown is set to 'None'. The 'Preview' and 'Schedule Mail' buttons are also visible. The 'Save a copy to "Sent" folder', 'Request for receipt', and 'High Priority' checkboxes are still present, along with the 'Use Signature' dropdown set to 'None'. The contact list and 'Select contact group' dropdown are also visible on the right side.

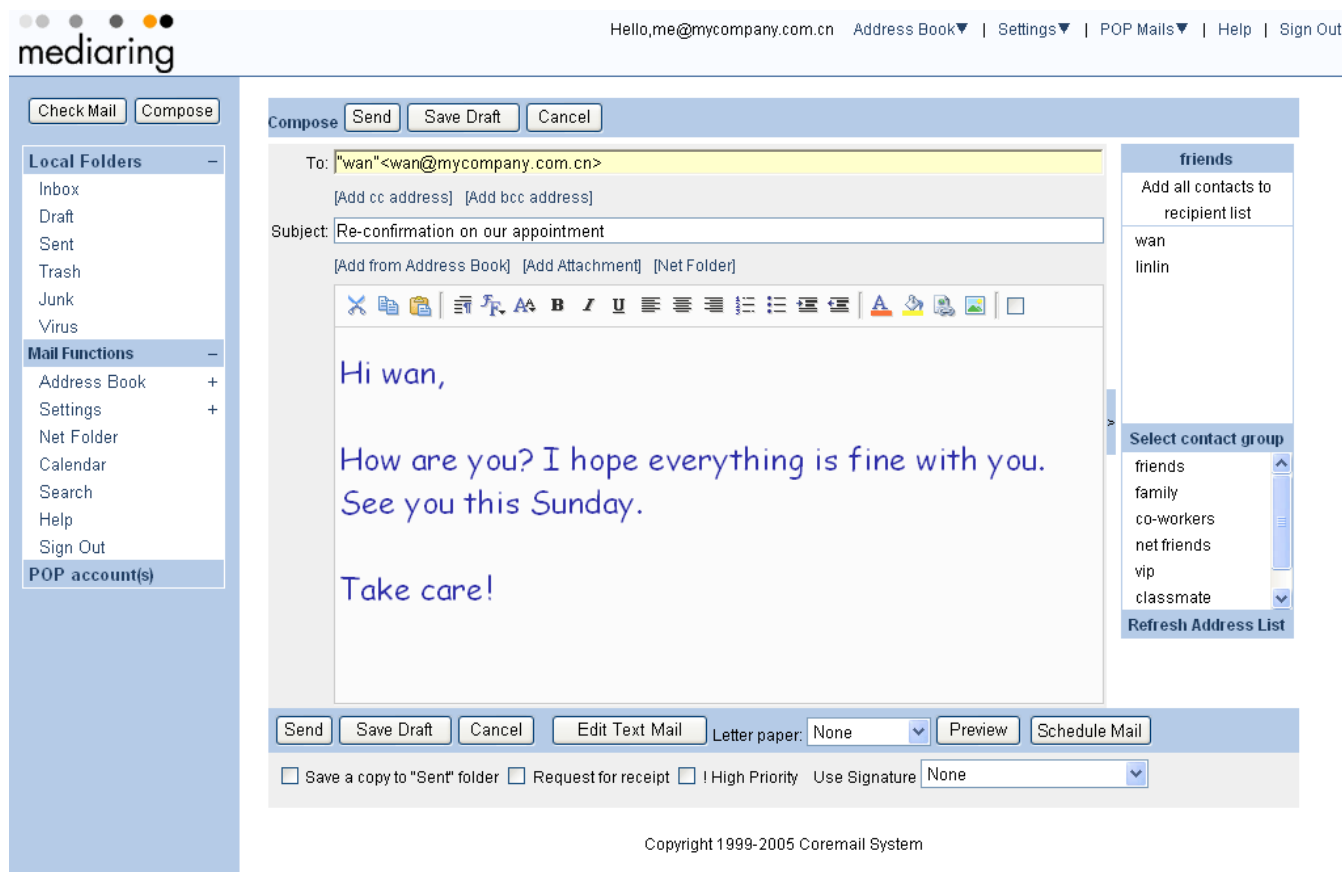
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3) You can check from the following page to see if the email is sent successfully.

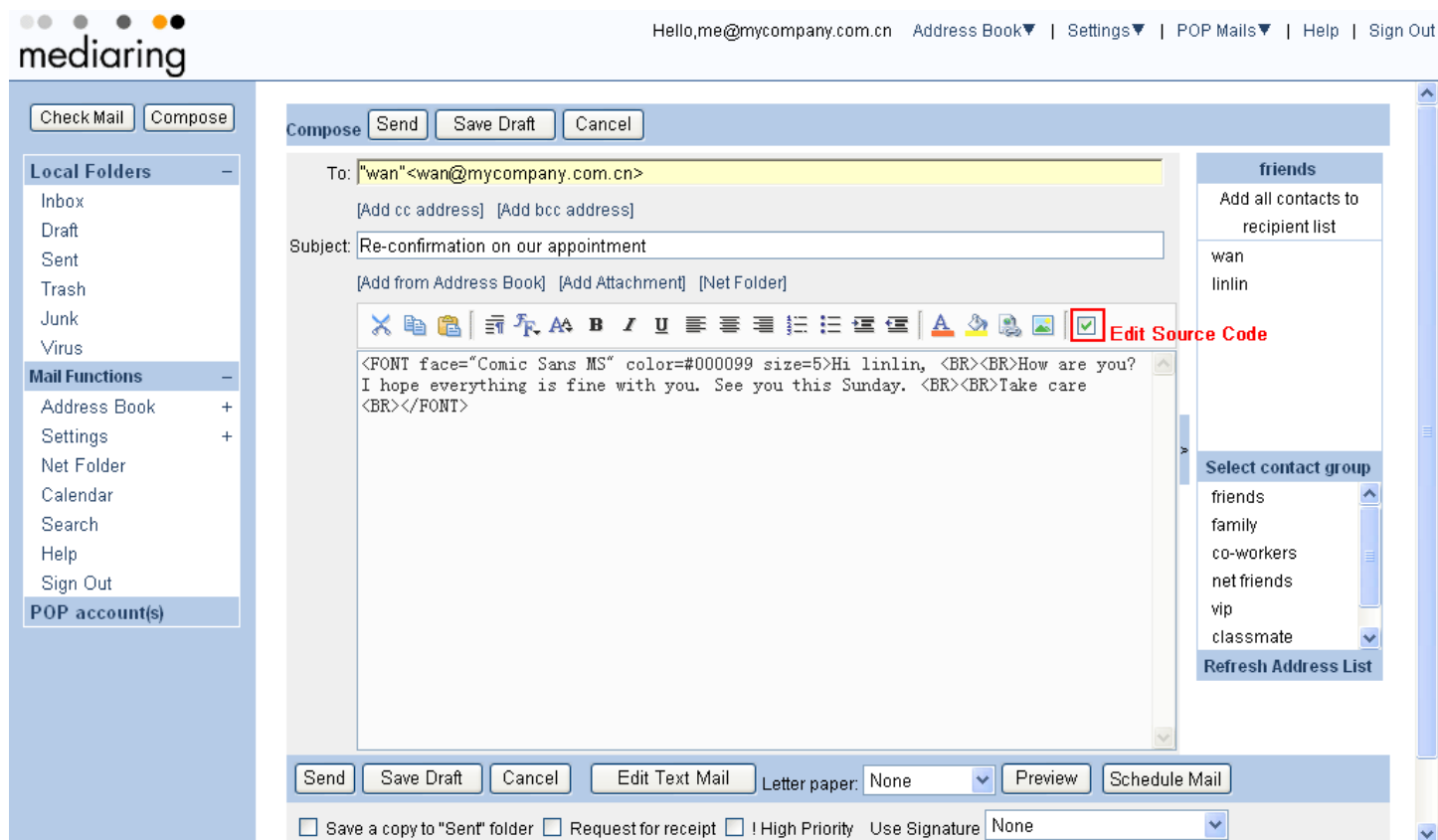


4.6 Preview emails in HTML format

1) Go to “Compose” page, choose “HTML Editor” and write the email.

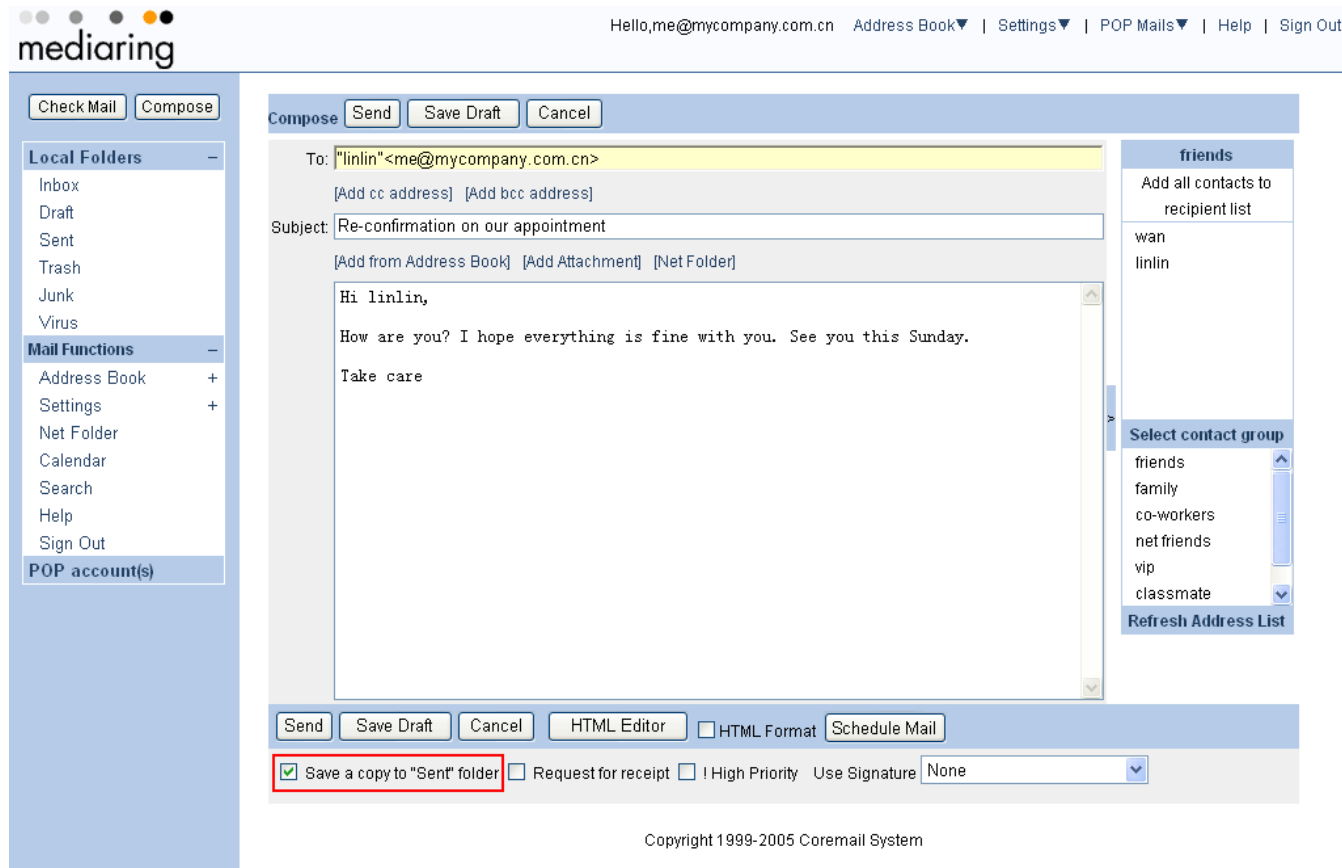


2) Choose “Edit Source Code” to preview original HTML source code.



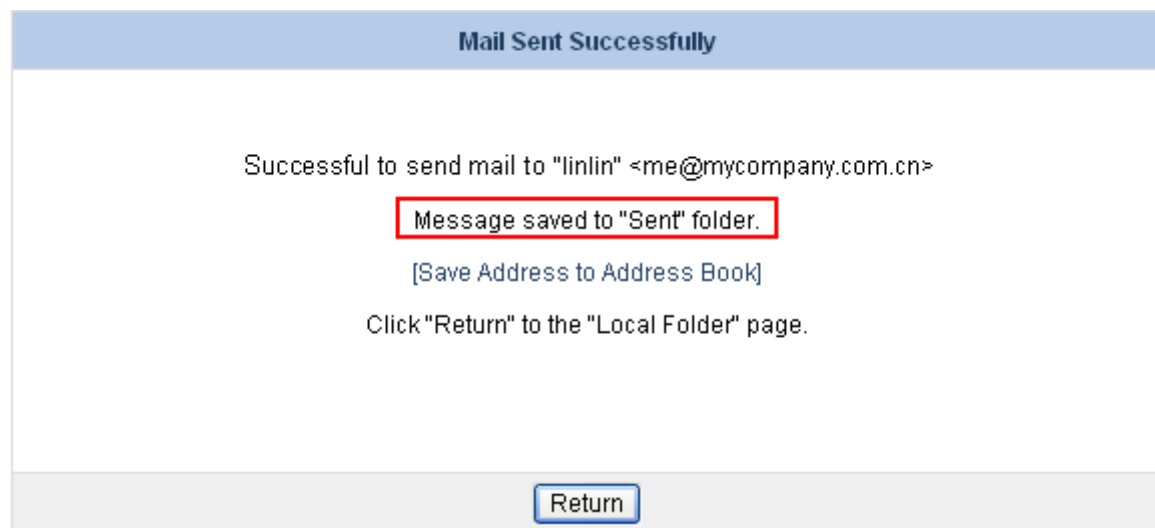
4.7 Save “sent” emails to “Sent” folder

1) Open the “Compose” page and choose “Save a copy to ‘Sent’ Folder”, then press “Send” when finish.



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2) You can check from the following page to see if the email is saved to “Sent” folder successfully.



3) Click “Sent” under “Local Folders” on the left navigation and check to see if the email is saved in “Sent” folder.

mediaring

Hello, me@mycompany.com.cn | Address Book ▼ | Settings ▼ | POP Mails ▼ | Help | Sign Out

Check Mail | Compose

Sent

Total no. of Unread mails in your Inbox: 0 [First | Prev | Next | Last | page 1 ▼]

Delete | Delete Permanently | Reject | ==Move To== ▼ | ==Mark as== ▼ | Empty | Back

				Recipients	Subject	Date & Time ↕	Size
<input type="checkbox"/>				"linlin" <me@mycompany.co	Re-confirmation on our appointment	2006.07.25 16:37	0.66K
<input type="checkbox"/>				"wan" <wan@mycompany.com.	speaking engagement	2006.07.25 15:39	0.74K
<input type="checkbox"/>				"wan" <wan@mycompany.com.	Fw: public holidays	2006.07.25 12:06	1.69K
<input type="checkbox"/>				"linan" <linan@dev2.corpe	Re: Thank you!	2006.07.25 11:35	1.14K
<input type="checkbox"/>				me@mycompany.com.cn	hello	2006.07.10 23:13	0.60K
<input type="checkbox"/>				james@mycompany.com.cn	i've come back	2006.07.10 21:45	0.61K
<input type="checkbox"/>				jane@mycompany.com.cn	Merry Christmas	2006.07.10 21:18	0.63K
<input type="checkbox"/>				wan@mycompany.com.cn, make	Gathering	2006.07.06 16:18	0.69K

☐ Select/Unselect All [First | Prev | Next | Last | page 1 ▼]

Delete | Delete Permanently | Reject | ==Move To== ▼ | ==Mark as== ▼ | ==Forward== ▼ | Back

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4.8 Request for receipt

- 1) Open the “Compose” page, write your email and choose “Request for receipt”, and press “Send” when finish.

The screenshot shows the 'mediaring' webmail interface. The top navigation bar includes 'Hello, me@mycompany.com.cn', 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The left sidebar contains 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The main area is the 'Compose' page, which includes fields for 'To' (linlin@mycompany.com.cn), 'Subject' (Re-confirmation on our appointment), and a message body. The message body contains: 'Hi linlin, How are you? I hope everything is fine with you. See you this Sunday. Take care'. The bottom of the compose form has buttons for 'Send', 'Save Draft', 'Cancel', 'HTML Editor', 'HTML Format', and 'Schedule Mail'. Below these buttons are checkboxes for 'Save a copy to "Sent" folder' (checked), 'Request for receipt' (checked and highlighted with a red box), 'High Priority' (unchecked), 'Use Signature' (set to None), and a 'Refresh Address List' button. The footer indicates 'Copyright 1999-2005 Coremail System'.

- 2) Click “Inbox” to enter the “Inbox” page, and check from the following page to see if you have received the request receipt.

The screenshot shows the 'mediaring' webmail interface with the 'Inbox' page selected. The top navigation bar is the same as the previous screenshot. The left sidebar is also the same. The main area displays the 'Inbox' page, which includes a table of emails. The table has columns for 'Sender', 'Subject', 'Date & Time', and 'Size'. The first row is highlighted with a red box and contains the following information: Sender: "linlin" <me@mycompany.co>, Subject: Re-confirmation on our appoint..., Date & Time: 2006.07.28 15:34, Size: 0.74K. Below the table are buttons for 'Delete', 'Delete Permanently', 'Reject', 'Move To', 'Mark as', and 'Forward'. The footer indicates 'Copyright 1999-2005 Coremail System'.

- 3) Confirm the “Request for receipt” details as shown. If you want to set this as a default, check “Set as Default” and send.

Original Mail Content			
From:	"linlin" <me@mycompany.com.cn>		
To:	"linlin" <me@mycompany.com.cn>		
CC:	Nothing		
Subject:	Re-confirmation on our appointment		
Date:	2006-07-28 15:34:27	Priority:	Normal Priority
<input checked="" type="checkbox"/> Set as default <input type="button" value="Send"/> <input type="button" value="Don't send"/>			

4.9 Send emails with your “Signature”

- 1) Go to the “Compose” page and write your email.

mediaring

Hello, me@mycompany.com.cn Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Compose

To: "linlin" <me@mycompany.com.cn>

[Add cc address] [Add bcc address]

Subject: Re-confirmation on our appointment

[Add from Address Book] [Add Attachment] [Net Folder]

Hi Wan,

How are you? I hope everything is fine. See you this Sunday.

Take Care

friends

Add all contacts to recipient list

wan
linlin

Select contact group

- friends
- family
- co-workers
- net friends
- vip
- others

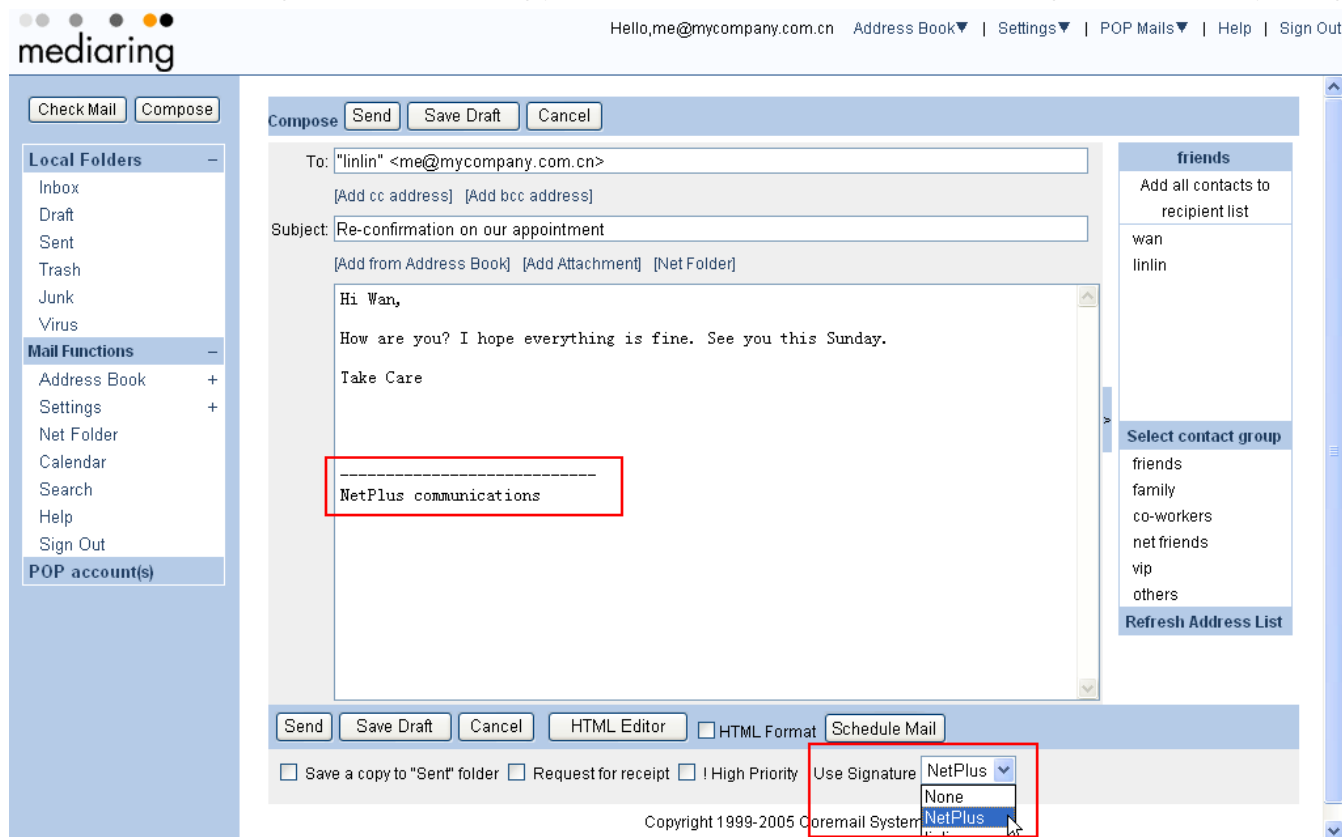
Refresh Address List

 ☐ HTML Format

☐ Save a copy to "Sent" folder ☐ Request for receipt ☐ ! High Priority ☐ Use Signature None ▼

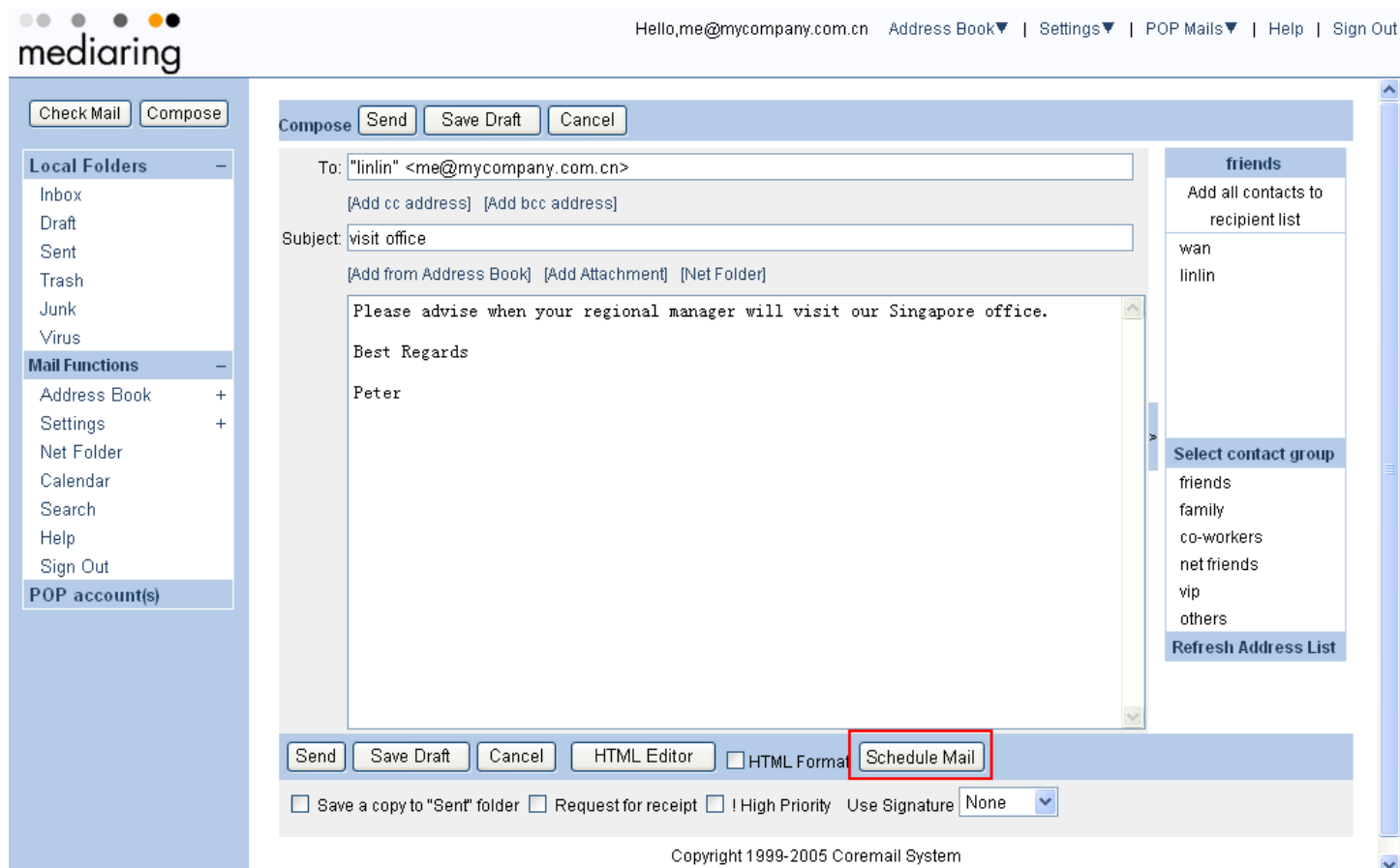
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2) Choose the desired signature before sending your email. You can refer to section “6.3.2 Signature” to create your signature.



4.10 Schedule mail

1) Click “Compose” on the left navigation to enter the “Compose” page. Compose your email and press “Schedule Mail”



2) Input the relative information in the corresponding boxes, then press “OK” to confirm.

Send Save Draft Cancel HTML Editor ☐ HTML Format Schedule Mail

☐ Save a copy to "Sent" folder ☐ Request for receipt ☐ ! High Priority Use Signature None

Time Set : 2006 Year 7 Month 30 Day 15 Hours(24 hours) 20 minute ok

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3) You can check from the following page to see if the schedule is set successfully.

Message

'Schedule Mail' is set successfully.

OK

5. Manage Your Emails

In this section you can create sub-folders under Root folders “R-folder” (Inbox / Draft / Sent / Trash / Junk / Virus), or create you own Folders.

5.1 Create New Folder

5.1.1 Create a “sub folder” under a “root folder”.

1) Select the desired root folder from the pull down menu, for example, “**Inbox**”, and input the name of the “**sub folder**” in the box next to “**Create**”, for example, “**Inbox-A**”, then press “**Create**”.

mediaring

Check MailCompose

Local Folders

InboxDraftSentTrashJunkVirus

Mail Functions

Address BookSettingsNetfolderCalendarSearchHelpSign OutPOP account(s)

Hello,me@mycompany.com.cnAddress Book▼Settings▼POP Mails▼HelpSign Out

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	3	8	5.77K	0%	
Draft	0	6	4.12K	0%	
Sent	0	11	319.47K	3%	
Trash	4	5	12.63K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	7	31	342.74K	3%	

InInbox▼

CreateInbox-AFolder

FolderInboxDraftSentTrashJunkVirus

Folder capacity distribution: (10.00M)Used space: 342.74K(3%) Available space: 9.67M(97%)

Mail capacity distribution: (1000000)Used space: 31 Available space: 999969

Last login time: 2006-07-17 12:09:25

Copyright 1999-2005 Coremail System

2) You can check from the following page to see if the sub folder is created successfully.

mediaring

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Check Mail Compose

Local Folders -

- Inbox +
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Netfolder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	3	8	5.77K	0%	
Inbox-A	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Draft	0	6	4.12K	0%	
Sent	0	11	319.47K	3%	
Trash	4	5	12.63K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	7	31	342.74K	3%	

In Folder Create Folder

Folder capacity distribution: (10.00M) Used space: **342.74K(3%)** Available space: **9.67M(97%)**

Mail capacity distribution: (1000000) Used space: **31** Available space: **999969**

Last login time: 2006-07-17 12:09:25

Copyright 1999-2005 Coremail System

5.1.2 Create Your Own Folder

1) Select the “Folder” from the pull down menu, and input the name of the folder you wish to create, in the box next to “Create”, for example, “My folder”, then press “Create”.

mediaring

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Check Mail Compose

Local Folders -

- Inbox +
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Netfolder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	3	8	5.77K	0%	
Inbox-A	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Draft	0	6	4.12K	0%	
Sent	0	11	319.47K	3%	
Trash	4	5	12.63K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	7	31	342.74K	3%	

In Folder Create My folder Folder

Folder capacity distribution: (10.00M) Used space: **342.74K(3%)** Available space: **9.67M(97%)**

Mail capacity distribution: (1000000) Used space: **31** Available space: **999969**

Last login time: 2006-07-17 12:09:25

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2) You can check from the following page to see the folder you created is added successfully.

mediaring

Hello,me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail | Compose

Local Folders

Inbox +
Draft
Sent
Trash
Junk
Virus
My folder

Mail Functions

Address Book +
Settings +
Netfolder
Calendar
Search
Help
Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	3	8	5.77K	0%	
Inbox-A	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Draft	0	6	4.12K	0%	
Sent	0	11	319.47K	3%	
Trash	4	5	12.63K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
My folder	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Total	7	31	342.74K	3%	

In Folder Create Folder

Folder capacity distribution: (10.00M) Used space: 342.74K(3%) Available space: 9.67M(97%)

Mail capacity distribution: (1000000) Used space: 31 Available space: 999969

Last login time: 2006-07-17 12:09:25

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5.2 Rename Folders

You can only rename folders or sub folders which are created by you. Root folders cannot be renamed.

1) Click “Rename” under “Action” to rename the respective “folder” or “sub folder”.

mediaring

Hello,me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail | Compose

Local Folders

Inbox +
Draft
Sent
Trash
Junk
Virus
My folder

Mail Functions

Address Book +
Settings +
Netfolder
Calendar
Search
Help
Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	3	8	5.77K	0%	
Inbox-A	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Draft	0	6	4.12K	0%	
Sent	0	11	319.47K	3%	
Trash	4	5	12.63K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
My folder	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Total	7	31	342.74K	3%	

In Folder Create Folder

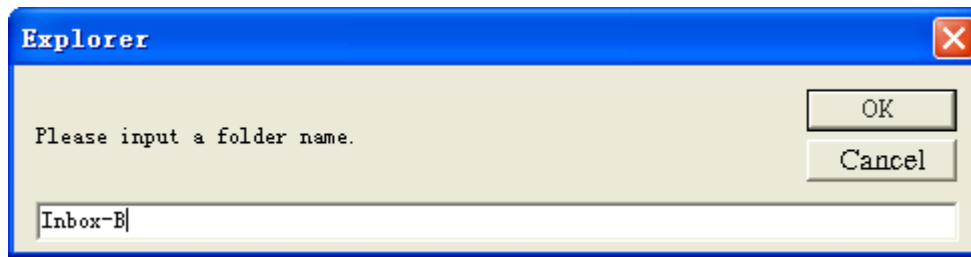
Folder capacity distribution: (10.00M) Used space: 342.74K(3%) Available space: 9.67M(97%)

Mail capacity distribution: (1000000) Used space: 31 Available space: 999969

Last login time: 2006-07-17 12:09:25

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2) Input new name for the sub folder or folder in the box below, for example “**Inbox-B**”, then press “**OK**” to confirm.



The Explorer dialog box has a blue title bar with the word "Explorer" and a close button. The main area is light beige and contains the text "Please input a folder name." followed by a text input field containing "Inbox-B". To the right of the input field are two buttons: "OK" and "Cancel".

3) The following page shows that the sub folder or folder is renamed.

mediaring

Check Mail Compose

Local Folders

- Inbox +
- Draft
- Sent
- Trash
- Junk
- Virus
- My folder

Mail Functions

- Address Book +
- Settings +
- Netfolder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

[POP Settings] [POP Mails]

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	3	8	5.77K	0%	
Inbox-B	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Draft	0	6	4.12K	0%	
Sent	0	11	319.47K	3%	
Trash	4	5	12.63K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
My folder	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Total	7	31	342.74K	3%	

In Folder Create Folder

Folder capacity distribution: (10.00M)

Used space: 342.74K(3%) Available space: 9.67M(97%)

Mail capacity distribution: (1000000)

Used space: 31 Available space: 999969

Last login time: 2006-07-17 12:09:25

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5.3 Delete a Folder / Sub Folder

You can only delete folders or sub folders created by you. Root folders cannot be deleted.

- 1) Click “Delete” under “Action” to remove the respective folder / sub-folder, for example, “Inbox-B”.

mediaring

Check Mail Compose

Local Folders –
Inbox +
Draft
Sent
Trash
Junk
Virus
My folder
Mail Functions –
Address Book +
Settings +
Netfolder
Calendar
Search
Help
Sign Out
POP account(s)

Hello,me@mycompany.com.cn | Address Book | Settings | POP Mails | Help | Sign Out
[POP Settings] [POP Mails]

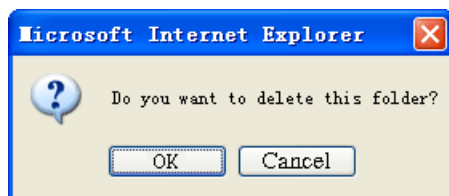
Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action		
Inbox	3	8	5.77K	0%			
Inbox-B	0	0	0.00K	0%	[Empty]	[Rename]	[Delete]
Draft	0	6	4.12K	0%			
Sent	0	11	319.47K	3%			
Trash	4	5	12.63K	0%	[Empty]		
Junk	0	0	0.00K	0%	[Empty]		
Virus	0	1	0.75K	0%			
My folder	0	0	0.00K	0%	[Empty]	[Rename]	[Delete]
Total	7	31	342.74K	3%			

In Folder Create Folder

Folder capacity distribution: (10.00M) Used space: 342.74K(3%) Available space: 9.67M(97%)
Mail capacity distribution: (1000000) Used space: 31 Available space: 999969
Last login time: 2006-07-17 12:09:25

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- 2) Press “OK” to confirm.



3) You can check from the following page to see if the folder or sub folder is deleted successfully.

mediaring

Hello,me@mycompany.com.cn

Address Book▼

Settings▼

POP Mails▼

Help

Sign Out

[POP Settings]

[POP Mails]

Check Mail

Compose

Local Folders

Inbox

Draft

Sent

Trash

Junk

Virus

My folder

Mail Functions

Address Book

Settings

Netfolder

Calendar

Search

Help

Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action		
Inbox	3	8	5.77K	0%			
Draft	0	6	4.12K	0%			
Sent	0	11	319.47K	3%			
Trash	4	5	12.63K	0%	[Empty]		
Junk	0	0	0.00K	0%	[Empty]		
Virus	0	1	0.75K	0%			
My folder	0	0	0.00K	0%	[Empty]	[Rename]	[Delete]
Total	7	31	342.74K	3%			

In

Folder

Create

Folder

Folder capacity distribution: (10.00M)

Used space: **342.74K(3%)**

Available space: **9.67M(97%)**

Mail capacity distribution: (1000000)

Used space: **31**

Available space: **999969**

Last login time: 2006-07-17 12:09:25

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5.4 Folder Page

5.4.1 Folder Management

mediaring

Hello, me@mycompany.com.cn

Address Book | Settings | POP Mails | Help | Sign Out

[POP Settings] [POP Mails]

Check Mail Compose

a. Inbox

b. Total no. of Unread mails in your Inbox:3 [First | Prev | Next | Last | page 1]

c. Empty Back

			Sender	Subject	Date & Time	Size
<input type="checkbox"/>			admin@mycompany.com.cn	Pop Result	2006.07.15 13:30	0.51K
<input type="checkbox"/>			"linlin" <me@mycompany.co	Re: hello	2006.07.11 22:14	0.88K
<input type="checkbox"/>			"linlin" <me@mycompany.co	hello	2006.07.10 23:21	0.61K
<input type="checkbox"/>			me@mycompany.com.cn	Read:hello	2006.07.10 23:06	1.12K
<input type="checkbox"/>			"linlin" <me@mycompany.co	hello	2006.07.10 22:14	0.66K
<input type="checkbox"/>			admin@mycompany.com.cn	Pop Result	2006.07.09 20:29	0.75K
<input type="checkbox"/>			admin@mycompany.com.cn	Pop Result	2006.07.09 18:59	0.50K
<input type="checkbox"/>			Postmaster	Welcome!	2006.06.16 09:56	0.74K

☐ Select/Unselect All [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward==

d. Back

Back

Copyright 1999-2005 Coremail System

- The type of “**Folder**” is shown on the top left of the page, next to the left navigation.
- “**Total no. of unread mails**”, is right of the “**folder name**”.
- “**Empty**” button is located on the top right of the page, you can click “Empty” to empty selected emails or all emails in this folder.
- “**Back**” buttons are located on the top and bottom right of the page.
- The “**Shortcut**” menu including “**Address Book**”; “**Setting**”; “**POP mails**”; “**Help**” and “**Sign Out**” is located on the top right of the page.

5.4.2 Email Content Page

If you click the “subject” of this email, no matter which folder the email is located, such as “Inbox”, “Draft”, “Sent”, “Trash”, “Junk”, “Virus” or any folders or sub-folders created by you, you can find the email content and other related information.

The screenshot displays the Coremail web interface. On the left is a sidebar with 'mediaring' logo, 'Check Mail', 'Compose', 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus), 'Mail Functions' (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out), and 'POP account(s)'. The top navigation bar shows 'Hello, me@mycompany.com.cn' and links for 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The main area shows an email with the following details:

- a. Subject:** Re: hello
- b. From:** "linlin" <me@mycompany.com.cn> [Add to address book]
- c. To:** "linlin" <me@mycompany.com.cn>
- d. CC:** Nothing
- e. Attachment:** ☐ OpenTextContent [Download] ☐ Check [Save to Netfolder]
- f. Date & Time:** 2006-07-11 22:14:06
- g. Priority:** 普通

The email body content is as follows:

```
linlin,  
  
Nice to hear from you!  
  
----- Original Message -----  
From: "linlin" <me@mycompany.com.cn>  
To: me@mycompany.com.cn  
Date: Mon, 10 Jul 2006 23:21:05 +0800 (HKT)  
Subject: hello  
  
>  
> hello.  
>  
> -----  
> best wishes!  
>  
>  
>
```

Copyright 1999-2005 Coremail System

- a) “Subject”: showing the subject of the email
- b) “From”: sender of the email
- c) “To”: recipient of the email
- d) “cc”: showing other recipients who are copied on the email
- e) “Attachment”: whether there are any attachments, in this example, there is none
- f) “Date & Time”: the date & time where the email is sent or received
- g) “Priority”: to show if the email is urgent or not

5.5 Inbox

1. Click “Inbox” under “Local Folders”.

mediaring

Hello, me@mycompany.com.cn | Address Book ▼ | Settings ▼ | POP Mails ▼ | Help | Sign Out

Check Mail | Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Inbox Total no. of Unread mails in your Inbox: 0 [First | Prev | Next | Last | page 1 ▼]

Delete | Delete Permanently | Reject | ==Move To== ▼ | ==Mark as== ▼ | Empty | Back

		Sender	Subject	Date & Time	Size
<input type="checkbox"/>		me@mycompany.com.cn	Read:Re-confirmation on our ap...	2006.07.27 21:58	1.18K
<input type="checkbox"/>		"linlin" <me@mycompany.co	office visit	2006.07.27 19:34	0.72K
<input type="checkbox"/>		"linlin" <me@mycompany.co	hello	2006.07.10 23:21	0.61K
<input type="checkbox"/>		Postmaster	Welcome!	2006.06.16 09:56	0.74K

☐ Select/Unselect All [First | Prev | Next | Last | page 1 ▼]

Delete | Delete Permanently | Reject | ==Move To== ▼ | ==Mark as== ▼ | ==Forward== ▼ | Back

Copyright 1999-2005 Coremail System

2. Click “Subject” to view mail details.

mediaring

Hello, me@mycompany.com.cn | Address Book ▼ | Settings ▼ | POP Mails ▼ | Help | Sign Out

Check Mail | Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

==Move To== ▼ | ==Other Actions== ▼ | Delete Perm | Delete | Forward | Reply | Reply All | Last | Next | Back

Subject: office visit [show details] [hide attachment]

From: "linlin" <me@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-27 19:34:45

Attachment: ☐ Open TextContent [Download] ☐ Select All [Save to Net Folder]

Dear linlin,

Our regional manager will visit Singapore on 28th July 2006, please kindly reserve a hotel room for him for 3 day.

Best Regards.

Susan

Copyright 1999-2005 Coremail System

5.6 Draft

1. Click “Draft” under “Local Folders”.

mediaring

Check Mail Compose

Local Folders

- Inbox
- Draft**
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Draft

Total no. of Unread mails in your Inbox:0 [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== Empty Back

	Recipients	Subject	Date & Time	Size
<input type="checkbox"/>	"linlin" <me@mycompany.co	visit office	2006.07.27 22:14	0.66K
<input type="checkbox"/>	"linlin" <me@mycompany.co	Re-confirmation on our appoint...	2006.07.27 21:57	0.73K
<input type="checkbox"/>	"wan" <wan@mycompany.com.	Fw: office visit	2006.07.27 20:11	1.69K
<input type="checkbox"/>	"wan" <wan@mycompany.com.	Thank you	2006.07.26 19:09	0.74K
<input type="checkbox"/>	me@mycompany.com.cn	hello	2006.07.10 23:13	0.60K
<input type="checkbox"/>	jane@mycompany.com.cn	Merry Christmas	2006.07.10 21:13	0.63K

Select/Unselect All [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward== Back

Copyright 1999-2005 Coremail System

2. Click “Subject”, to enter the “Compose” page.

mediaring

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent**
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Compose Send Save Draft Cancel

To: "linlin" <me@mycompany.com.cn>

[Add cc address] [Add bcc address]

Subject: Re-confirmation on our appointment

[Add from Address Book] [Add Attachment] [Net Folder]

Hi Wan,

How are you? I hope everything is fine. See you this Sunday.

Take Care

friends

Add all contacts to recipient list

wan

linlin

Select contact group

- friends
- family
- co-workers
- net friends
- vip
- classmate

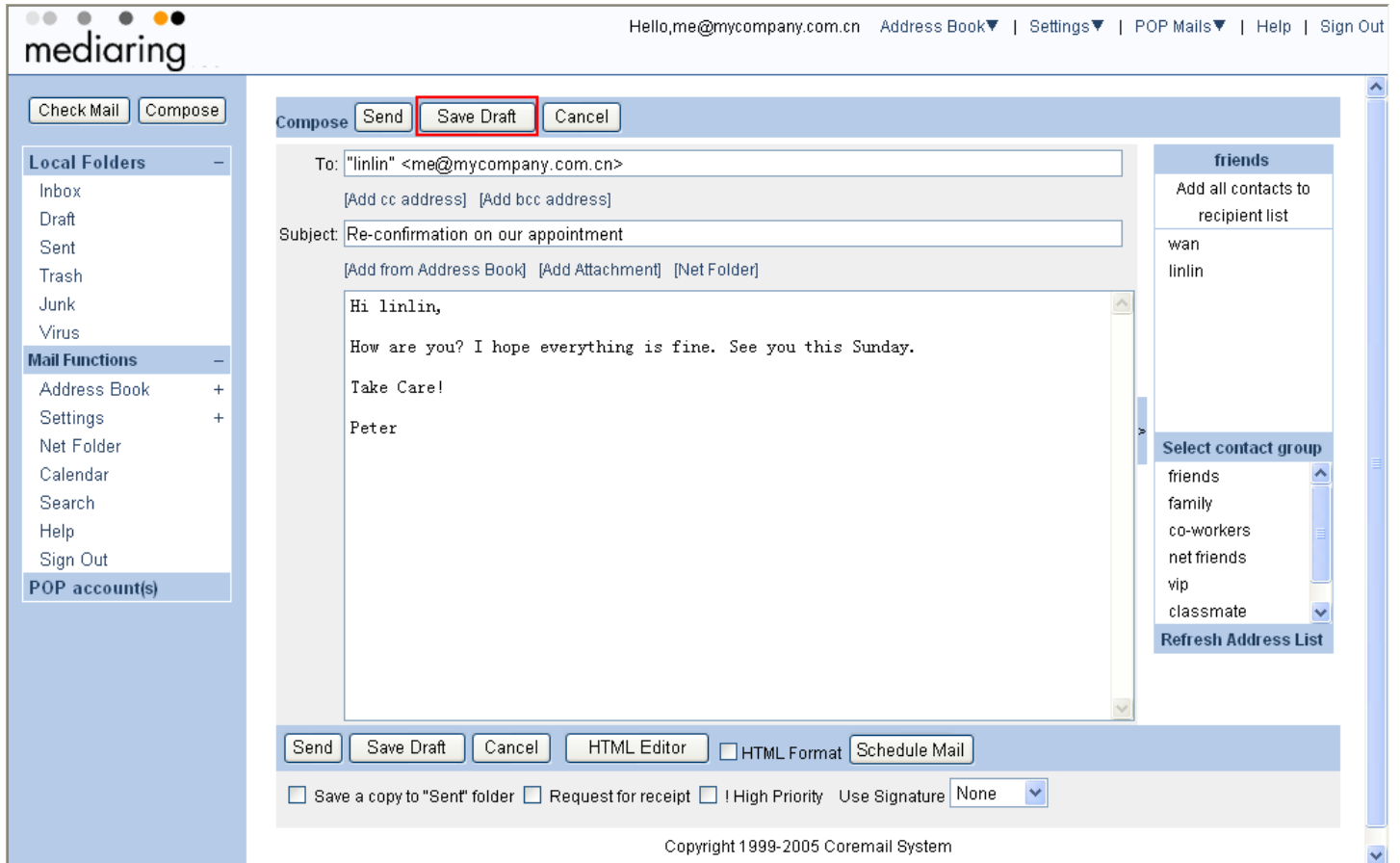
Refresh Address List

Send Save Draft Cancel HTML Editor ☐ HTML Format Schedule Mail

☐ Save a copy to "Sent" folder ☐ Request for receipt ☐ ! High Priority Use Signature None

Copyright 1999-2005 Coremail System

3. After you edit the email and want to save again, press **“Save Draft”** on the top of the page.



4. You can check from the following page to see if the mail is saved successfully.



5.7 Sent

1. Click “Sent” under “Local Folders”. Click the subject of the email, for example, “Gathering” to read the mail content.

mediaring

Hello, me@mycompany.com.cn | Address Book | Settings | POP Mails | Help | Sign Out

Check Mail | Compose

Local Folders

- Inbox
- Draft
- Sent**
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Sent

Total no. of Unread mails in your Inbox: 0 [First | Prev | Next | Last | page 1]

Delete | Delete Permanently | Reject | ==Move To== | ==Mark as== | Empty | Back

	Recipients	Subject	Date & Time	Size
<input type="checkbox"/>	"linlin" <me@mycompany.co	Re-confirmation on our appoint..	2006.07.27 21:53	0.74K
<input type="checkbox"/>	"linlin" <me@mycompany.co	Fw: hello	2006.07.26 11:29	3.16K
<input type="checkbox"/>	james@mycompany.com.cn	iv come back	2006.07.10 21:45	0.61K
<input type="checkbox"/>	jane@mycompany.com.cn	Merry Christmas	2006.07.10 21:18	0.63K
<input type="checkbox"/>	wan@mycompany.com.cn, make	Gathering	2006.07.06 16:18	0.69K

☐ Select/Unselect All [First | Prev | Next | Last | page 1]

Delete | Delete Permanently | Reject | ==Move To== | ==Mark as== | ==Forward== | Back

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2. You will be able to read the email content in following page.

mediaring

Hello, me@mycompany.com.cn | Address Book | Settings | POP Mails | Help | Sign Out

Check Mail | Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

- me@mycompa...
- loma@myco...

==Move To== | ==Other Actions== | Resend | Delete Perm | Delete | Forward | Reply | Reply All | Las

Subject: Gathering [show details] [hide attac]

From: "linlin" <me@mycompany.com.cn> [Add to address book] Date & Time : 2006-07-06 16:18:

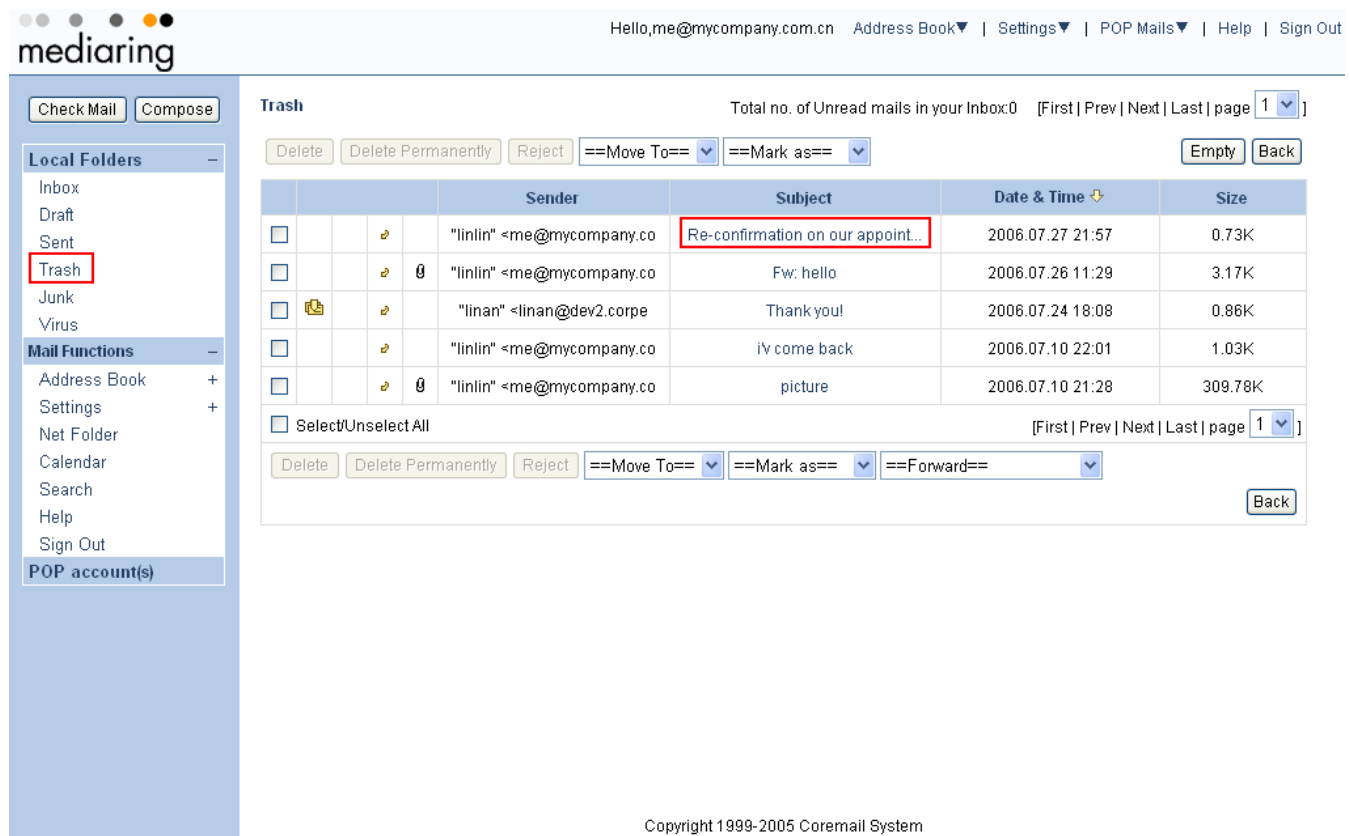
Attachment: ☐ OpenTextContent [Download] ☐ Check [Save to Netfolder]

Dirmer gathering on 8th July 2006 at Hard Rock's cafe. Please advise availability.

best wishes!

5.8 Trash

1. Click “Trash” under “Local Folders”. Click the subject of the email, for example, “hello” to access the mail content.



mediaring

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Trash

Total no. of Unread mails in your Inbox:0 [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== Empty Back

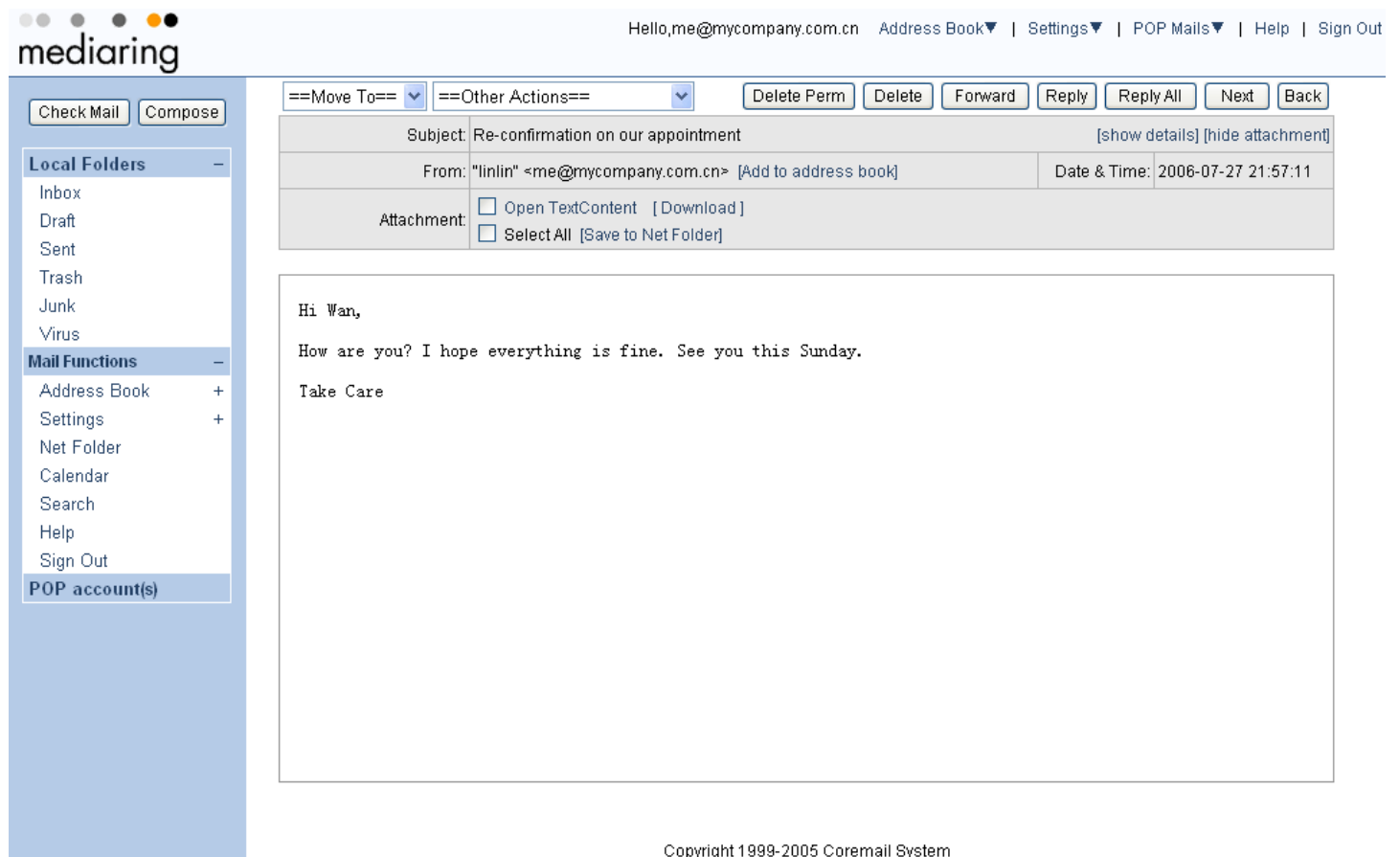
			Sender	Subject	Date & Time	Size
<input type="checkbox"/>			"linlin" <me@mycompany.co	Re-confirmation on our appoint...	2006.07.27 21:57	0.73K
<input type="checkbox"/>			"linlin" <me@mycompany.co	Fw: hello	2006.07.26 11:29	3.17K
<input type="checkbox"/>			"linan" <linan@dev2.corpe	Thank you!	2006.07.24 18:08	0.86K
<input type="checkbox"/>			"linlin" <me@mycompany.co	i've come back	2006.07.10 22:01	1.03K
<input type="checkbox"/>			"linlin" <me@mycompany.co	picture	2006.07.10 21:28	309.78K

☐ Select/Unselect All [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward== Back

Copyright 1999-2005 Coremail System

2. You will be able to read the email content in following page.



mediaring

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

==Move To== ==Other Actions== Delete Perm Delete Forward Reply Reply All Next Back

Subject: Re-confirmation on our appointment [show details] [hide attachment]

From: "linlin" <me@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-27 21:57:11

Attachment: ☐ Open TextContent [Download] ☐ Select All [Save to Net Folder]

Hi Wan,

How are you? I hope everything is fine. See you this Sunday.

Take Care

Copyright 1999-2005 Coremail System

5.9 Junk

Click “**Junk**” under “**Local Folders**”, it shows no emails are saved in this folder. If there are emails saved in this folder, you can view the content by clicking the subject.

The screenshot shows the 'mediaring' web interface. At the top, there's a navigation bar with 'Hello, me@mycompany.com.cn', 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. Below this, the 'Junk' folder is selected under 'Local Folders'. The interface includes buttons for 'Check Mail', 'Compose', 'Delete', 'Delete Permanently', 'Reject', 'Move To', 'Mark as', 'Empty', and 'Back'. A table with columns 'Sender', 'Subject', 'Date & Time', and 'Size' is shown, but it contains 'No Mail'. The footer indicates 'Copyright 1999-2005 Coremail System'.

5.10 Virus

Click “**Virus**” under “**Local Folders**”. You can click the subject to view the content. However since these are virus emails, we do not recommend to open them, if there are any.

The screenshot shows the 'mediaring' web interface with the 'Virus' folder selected under 'Local Folders'. The interface includes buttons for 'Check Mail', 'Compose', 'Delete', 'Delete Permanently', 'Reject', 'Move To', 'Mark as', 'Forward', 'Empty', and 'Back'. A table with columns 'Sender', 'Subject', 'Date & Time', and 'Size' is shown, containing one email from 'admin@mycompany.com.cn' with the subject 'Pop Result' and a size of '0.75K'. The footer indicates 'Copyright 1999-2005 Coremail System'.

6. Mailbox Settings

6.1 Personal Information

6.1.1 Amend Personal Information

1. Click “Settings” under “Mail Functions”.

mediaring

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Setting

Personal Information

- Personal Info Change your name, location, and other personal information.
- Password Change your email password (Note: current password required).
- Password security Set your date of birth and security question/answer for password retrieval.

POP3 Mail

- POP Mail Use your webmail to retrieve other POP accounts.

Basic settings

- Preferences Customize your webmail options.
- Signature Add a custom signature to your outgoing email messages.
- Auto forward Forward your emails to another email accounts.
- Auto Reply Send a custom, automatic message response when you are away.
- Schedule Mail Set a specific time to send out an email message.

Anti-spam

- Black list Block email addresses/domains from which you do not want to receive email.
- White list Allow specific email addresses/domains to bypass the anti-spam engine.
- Filter Set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.
- Anti-spam level Choose how strict you want your anti-spam rules to be for your email account.

Anti-virus

- Anti-virus Choose the various ways to deal with infected virus emails.

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2. Click “Personal Info” under “Setting” to enter the page.

Setting

Personal information

- Personal Info Welcome to Netplus Email System. Click the text link on the right to update your personal data.
- Password If you want to change fo a new password, you have to provide your current password.
- Password security You can reset your birthday, security question, and the answer.

3. Input the information in the relative boxes, then press “OK” to confirm.

mediaring

Check Mail Compose

Local Folders -
Inbox -
Draft
Sent
Trash
Junk
Virus
Mail Functions -
Address Book +
Settings +
Netfolder
Calendar
Search
Help
Sign Out
POP account(s) -

Hello,me@mycompany.com.cn

Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Personal Details

Alternate Email

Name

linlin

Nickname

lll

Gender

☒ Male ☐ Female

Birthday

(YYYY-MM-DD)(For resetting password)

Mobile

Home Phone

Business Phone

Fax

Address

Zip Code

State/Province

--- please select ---

▼

City

▼

Personal Web Page

www.lll.com

Anniversary

1981-12-23

(YYYY-MM-DD)

• Your "Name" will be displayed in the "From" field of the message that you send.

• You can use your nickname to send out messages for your friends' easy identification.

• If you are a first-time user of this email system, your nickname will be set as the username.

OK

Back

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4. You can check from the following page to see if the information is updated successfully.

Message

Personal Information is updated successfully!

OK

6.1.2 Change Password

1. Click “**Settings**” under “**Mail Functions**”, and click “**Password**”.

Password	
Old Password:	<input type="text"/>
New Password:	<input type="text"/> Propose using the length of password longer than 5bit (alphabets/numbers/symbols)
Retype Password:	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Back"/>	

2. Input the relative information in the corresponding boxes, then press “**OK**” to confirm.

Password	
Old Password:	<input type="password"/>
New Password:	<input type="password"/> Propose using the length of password longer than 5bit (alphabets/numbers/symbols)
Retype Password:	<input type="password"/>
<input type="button" value="OK"/> <input type="button" value="Back"/>	

3. You can check from the following page to see if the password is changed successfully.

Message
Password is changed successfully.
<input type="button" value="OK"/>

6.1.3 Password Security

1. Click “Settings” under “Mail Functions”, and click “Password Security”.

Password security	
Input Original Data	
Birthday:	<input type="text"/> (YYYY-MM-DD)
Security Question:	
Answer:	<input type="text"/>
Set Up New Data	
Birthday:	<input type="text"/> (YYYY-MM-DD)
Security Question:	<input type="text"/>
Answer:	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Back"/>	

2. Input the relative information in the corresponding boxes, then press “OK” to confirm.

Password security	
Input Original Data	
Birthday:	<input type="text" value="1977-01-01"/> (YYYY-MM-DD)
Security Question:	
Answer:	<input type="text" value="Answer"/>
Set Up New Data	
Birthday:	<input type="text" value="1977-01-01"/> (YYYY-MM-DD)
Security Question:	<input type="text" value="Birthday"/>
Answer:	<input type="text" value="1977-01-01"/>
<input type="button" value="OK"/> <input type="button" value="Back"/>	

3. You can check from the following page to see if the password security is changed successfully.

Message
Information updated successfully.
<input type="button" value="OK"/>

6.2 POP Mail Setting

1. Click “Settings” under “Mail Functions”, and click “POP Mail”.

POP Mail	
There are currently 0 POP accounts, you can set 2 POP accounts in total	
Account:	<input type="text"/> (Example:me@mycompany.com.cn)
Password:	<input type="password"/>
POP Server:	<input type="text"/> (Example:pop.mycompany.com.cn)
Receiving folder:	<input type="text"/> Folder will be named after the email address by default.
Connection timeout in:	<input type="text"/> seconds if no response from the mail server
Port Number:	<input type="text"/> Standard:110
Indicator:	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
POP server:	<input type="checkbox"/> Leave mail copies on server.
<input type="button" value="Add"/> <input type="button" value="Check accounts"/> <input type="button" value="Cancel"/>	

6.2.1 Create a POP Account

- 1) Input the relative information in the corresponding boxes, then press “Add”.

POP Mail	
There are currently 0 POP accounts, you can set 2 POP accounts in total	
Account:	<input type="text" value="Annie@mycompany.com.cn"/> (Example:me@mycompany.com.cn)
Password:	<input type="password" value="•••••"/>
POP Server:	<input type="text" value="pop.mycompany.com.cn"/> (Example:pop.mycompany.com.cn)
Receiving folder:	<input type="text" value="Annie@mycompany.com.cn"/> Folder will be named after the email address by default.
Connection timeout in:	<input type="text" value="15"/> seconds if no response from the mail server
Port Number:	<input type="text" value="110"/> Standard:110
Indicator:	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
POP server:	<input type="checkbox"/> Leave a copy of messages on server.
<input type="button" value="Add"/> <input type="button" value="Check accounts"/> <input type="button" value="Cancel"/>	

2) You can check from the following page to see if the new POP account is added successfully.

mediaring

Hello, me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out
[POP Settings] [POP Mails]

Check Mail Compose

Local Folders -
Inbox
Draft
Sent
Trash
Junk
Virus

Mail Functions -
Address Book +
Settings +
Net Folder
Calendar
Search
Help
Sign Out

POP account(s) -
Annie@myco... >

POP Mail

There are currently 1 POP accounts, you can set 2 POP accounts in total

Account: (Example: me@mycompany.com.cn)
Password:
POP Server: (Example: pop.mycompany.com.cn)
Receiving folder:
Folder will be named after the email address by default.
Connection timeout in: seconds if no response from the mail server
Port Number: Standard: 110
Indicator:
POP server: ☐ Leave a copy of messages on server.

Add Check accounts Cancel

No. 1 pop account(Annie@mycompany.com.cn , Annie@mycompany.com.cn) [Edit] [Pop mails] [Delete]

Copyright 1999-2005 Coremail System

6.2.2 Edit a POP Account

1) Enter the “POP Mail” page, choose the “POP account” you wish to edit, and press “Edit”.

mediaring

Hello, me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out
[POP Settings] [POP Mails]

Check Mail Compose

Local Folders -
Inbox
Draft
Sent
Trash
Junk
Virus

Mail Functions -
Address Book +
Settings +
Net Folder
Calendar
Search
Help
Sign Out

POP account(s) -
Annie@myco... >

POP Mail

There are currently 1 POP accounts, you can set 2 POP accounts in total

Account: (Example: me@mycompany.com.cn)
Password:
POP Server: (Example: pop.mycompany.com.cn)
Receiving folder:
Folder will be named after the email address by default.
Connection timeout in: seconds if no response from the mail server
Port Number: Standard: 110
Indicator:
POP server: ☐ Leave a copy of messages on server.

Add Check accounts Cancel

No. 1 pop account(Annie@mycompany.com.cn , Annie@mycompany.com.cn) [Edit] [Pop mails] [Delete]

Copyright 1999-2005 Coremail System

- 2) Input the new information in the corresponding boxes, then press “**Update**” to confirm.

No. 1 pop account(lorna@mycompany.com.cn , lorna@mycompany.com.cn) [Hide] [Pop mails] [Delete]	
Account:	<input type="text" value="lorna@mycompany.com.cn"/>
Password:	<input type="password" value="••••••••"/>
POP Server:	<input type="text" value="pop.mycompany.com.cn"/>
Receiving folder:	<input type="text" value="lorna@mycompany.com.cn"/> Folder will be named after the email address by default.
Connection timeout in:	<input type="text" value="3"/> seconds if no response from the mail server
Port Number:	<input type="text" value="110"/> Standard:110
Indicator:	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
<input checked="" type="checkbox"/> Leave mail(a copy of message) on POP server	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

6.2.3 POP Folder

- 1) Click “**POP account(s)**” under “**Mail Function**”, choose the “**POP Account**”, then click “**POP Mails**”.

mediaring

Hello,me@mycompany.com.cn Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders

Inbox +
Draft
Sent
Trash
Junk
Virus

Mail Functions

Address Book +
Settings +
Netfolder
Calendar
Search
Help
Sign Out
POP account(s) -
lorna@myco... >

POP Mail

There are currently 1 POP accounts, you can set 2 POP accounts in total

Account:

(Example:me@mycompany.com.cn)

Password:

POP Server:

(Example:pop.mycompany.com.cn)

Receiving folder:

Folder will be named after the email address by default.

Connection timeout in:

seconds if no response from the mail server

Port Number:

Standard:110

Indicator:

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐

POP server:

☐ Leave mail copies on server.

Add Check accounts Cancel

No. 1 pop account(lorna@mycompany.com.cn , lorna@mycompany.com.cn) [Edit] **[Pop mails]** [Delete]

Copyright 1999-2005 Coremail System

2) The following page will show the “POP Mails” details. Click “Look up” to check emails

me@mycompany.com.cn:

Hello, you have connected to 1 POP accounts, the result is:
lorna@mycompany.com.cn, received 0 message(s) successfully.

[Look up] [Details]

OK

3) You can read the emails from the following page.

mediaring

Hello, me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out
[POP Settings] [POP Mails]

Check Mail | Compose

Local Folders

Inbox
Draft
Sent
Trash
Junk
Virus

Mail Functions

Address Book +
Settings +
Net Folder
Calendar
Search
Help
Sign Out

POP account(s)

lorna@myco... >

lorna@mycompany.com.cn

Total no. of Unread mails in your Inbox:0 [First | Prev | Next | Last | page 1 ▼]

Delete | Delete Permanently | Reject | ==Move To== ▼ | ==Mark as== ▼

Empty | Back

	Sender	Subject	Date & Time ↕	Size
<input type="checkbox"/>	wan@mycompany.com.cn	Thank you!	2006.07.24 18:08	0.86K

☐ Select/Unselect All

[First | Prev | Next | Last | page 1 ▼]

Delete | Delete Permanently | Reject | ==Move To== ▼ | ==Mark as== ▼ | ==Forward== ▼

Back

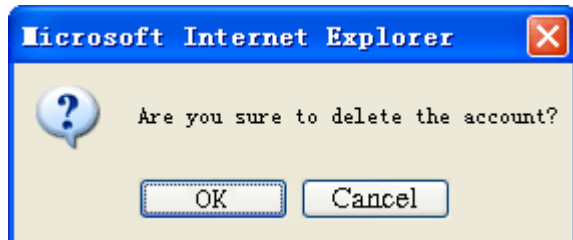
Copyright 1999-2005 Coremail System

6.2.4 Delete a POP Account

1) Enter the “POP Mail” page, choose the “POP account” you wish to delete, and click “Delete”.

The screenshot shows the Coremail web interface. At the top, the user is logged in as 'Hello, me@mycompany.com.cn'. The navigation bar includes links for 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The 'POP Mails' link is active, and a sub-menu shows '[POP Settings]' and '[POP Mails]'. On the left sidebar, under 'POP account(s)', the account 'Annie@myco...' is listed. The main content area is titled 'POP Mail' and states 'There are currently 1 POP accounts, you can set 2 POP accounts in total'. It contains a form for adding or editing a POP account with fields for 'Account', 'Password', 'POP Server', 'Receiving folder', 'Connection timeout in', 'Port Number', 'Indicator', and a checkbox for 'POP server'. At the bottom of the form are buttons for 'Add', 'Check accounts', and 'Cancel'. Below the form, a list shows 'No. 1 pop account(Annie@mycompany.com.cn , Annie@mycompany.com.cn)' with links for '[Edit]', '[Pop mails]', and '[Delete]'. The '[Delete]' link is highlighted with a red rectangle. The footer text reads 'Copyright 1999-2005 Coremail System'.

2) The following page will appear, press “OK” to confirm.



6.3.1 Preferences

mediaring

Check Mail

Compose

Local Folders

Inbox

Draft

Sent

Trash

Junk

Virus

Mail Functions

Address Book

Settings

Netfolder

Calendar

Search

Help

Sign Out

POP account(s)

Preference

Default page after logging in. (Settings become effective after your next login)

☒ Folder page

☐ Inbox page

Save sent messages:

☐ No

☒ Yes

Set compose message format:

☒ Text format

☐ html format

Save recipient's address:

☒ Manually

☐ Automatically

Display message header:

☐ Display All

☒ Display basic details

☐ Display none

Display max. no.of messages/page:

☐ 10

☒ 20

☐ 50 (Recommended)

☐ no limit

Attach the original message when you reply:

☒ Yes (Recommended)

☐ No

Reply with message header:

☒ Re: (Recommended)

☐ >

☐ Reply:

Use the HZ(Chinese) filter:

☐ Yes

☒ No

Action after deletion of message(s):

☒ Return to folder

☐ Go to next message (Recommended)

Display my name when send message:
[Edit Name]

☒ Yes (Recommended)

☐ No

Send a mail receipt:

☐ Alert me (Recommended))

☐ No, even when your recipient request you to send me.

☒ Yes, send mail receipt when you are requested to send one.

Open new window to read mail:

☒ Read in the original window

☐ Read in the new window

Time Zone:

GMT+08:00

Language:

English

Webmail Style:

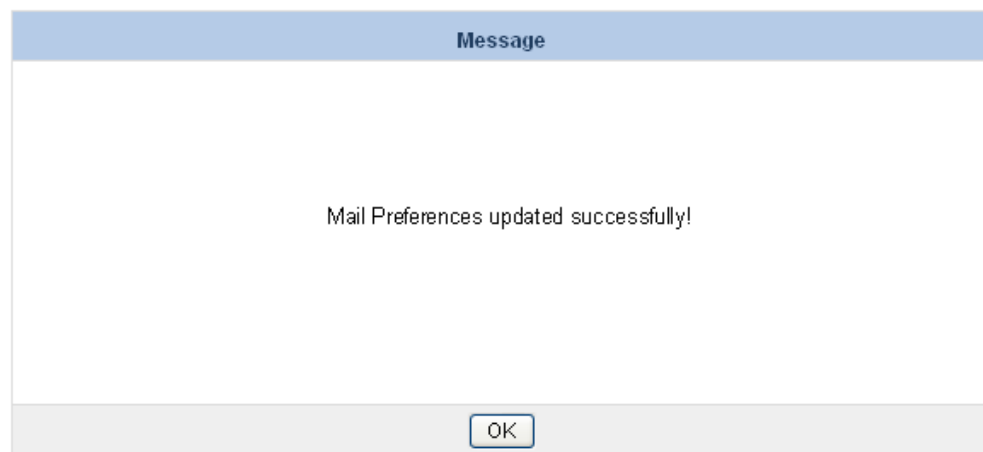
simple

Update

Cancel

Back

2) You can check from the following page to see if the parameters are changed successfully.



6.3.2 Signature

Click “**Settings**” under “**Mail Function**”. Input the information in the corresponding boxes, then press “**Add**”.

Signature	
Each signature can have up to 1,000 alphabets	
Can set up to 3 Signatures	
Create Name:	<input type="text" value="Iorna"/> <input type="checkbox"/> html <input type="checkbox"/> Default
Content:	<div><div>best wishes!</div><div></div></div>
<div><div>Add</div><div>Cancel</div><div>Back</div></div>	

6.3.3 Auto Forward

1) Click “Settings” under “Mail Function”, and click “Auto Forward”. Select “Enable Forwarding” and input the mail address that will be forwarded to in the “Forward To” box, then press “Update” to confirm.

mediaring

Hello, me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

[POP Settings] [POP Mails]

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s) -

- lorna@myco... >

Auto forward

Enable Forwarding: ☒

Forward To: annie@mycompany.com.cn

e.g.: username1@domain1.com,username2@domain2.com (Use comma between Addresses)

Save a copy in inbox: ☐

Update Back

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2) You can check from the following page to see if the “Auto-Forward” setting is successful.

Message

‘Auto-Forward’ settings are changed successfully.

OK

6.3.4 Auto Reply

1) Click “**Settings**” under “**Mail Function**”, and click “**Auto Reply**”. Select the “**On**” mode and input the content in the “**Content**” box, then press “**OK**” to confirm.

Auto reply

Mode: ☐ Off ☒ On

Content:

Thank you for the email. I am not in town and will reply your mail once i return to the office.

Note: If you choose to use this function, the email system will automatically reply all incoming emails with the above message.

OK

Back

2) You can check from the following page to see if “**Auto-Reply**” is set successfully.

Message

‘Auto-Reply’ is set successfully.

OK

6.3.5 Schedule Mail

1) Click “Settings” under “Mail Function”, and click “Schedule Mail” to view mails which are scheduled to send. If you want to schedule to send an email, you need to do that when you compose your email. Click “Compose” to go to compose your mail.

The screenshot shows the mediaring webmail interface. At the top, there's a header with the user's email address and navigation links. The left sidebar contains a 'Local Folders' list and a 'Mail Functions' list. The 'Mail Functions' list has 'Schedule Mail' highlighted. The main content area displays the 'Setting' page with various options like Personal information, POP3 Mail, Basic settings, Anti-spam, and Anti-virus. The 'Schedule Mail' option is highlighted in the 'Basic settings' section.

mediaring

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Setting

Personal information

- Personal Info Change your name, location, and other personal information.
- Password Change your email password (Note: current password required).
- Password security Set your date of birth and security question/answer for password retrieval.

POP3 Mail

- POP Mail Use your webmail to retrieve other POP accounts.

Basic settings

- Preferences Customize your webmail options.
- Signature Add a custom signature to your outgoing email messages.
- Auto forward Forward your emails to another email accounts.
- Auto Reply Send a custom, automatic message response when you are away.
- Schedule Mail Set a specific time to send out an email message.

Anti-spam

- Black list Block email addresses/domains from which you do not want to receive email.
- White list Allow specific email addresses/domains to bypass the anti-spam engine.
- Filter Set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.
- Anti-spam level Choose how strict you want your anti-spam rules to be for your email account.

Anti-virus

- Anti-virus Choose the various ways to deal with infected virus emails.

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2) Compose mail and choose “Schedule Mail” located on the bottom left of the page.

The screenshot shows the mediaring webmail interface in the 'Compose' mode. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Compose' form with fields for 'To', 'Subject', and a text area for the message body. The 'Schedule Mail' button is highlighted in the bottom right corner of the compose area.

mediaring

Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Compose Send Save Draft Cancel

To: "linlin" <me@mycompany.com.cn>

[Add cc address] [Add bcc address]

Subject: visit office

[Add from Address Book] [Add Attachment] [Net Folder]

Please advise when your regional manager will visit our Singapore office.

Best Regards

Peter

friends

- Add all contacts to recipient list
- wan
- linlin

Select contact group

- friends
- family
- co-workers
- net friends
- vip
- others

Refresh Address List

Send Save Draft Cancel HTML Editor HTML Format Schedule Mail

☐ Save a copy to "Sent" folder ☐ Request for receipt ☐ ! High Priority Use Signature None

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3) Input the relative information in the corresponding boxes, then press “OK” to confirm.

Send Save Draft Cancel HTML Editor ☐ HTML Format Schedule Mail

☐ Save a copy to "Sent" folder ☐ Request for receipt ☐ ! High Priority Use Signature None

Time Set : 2006 Year 7 Month 30 Day 15 Hours(24 hours) 20 minute ok

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4) You can check from the following page to see if the time is set successfully.

Message

'Schedule Mail' is set successfully.

OK

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5) Press “OK” on the above page to return to the “Setting” page, then click “Schedule Mail”.

mediaring Hello,me@mycompany.com.cn Address Book Settings POP Mails Help Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Setting

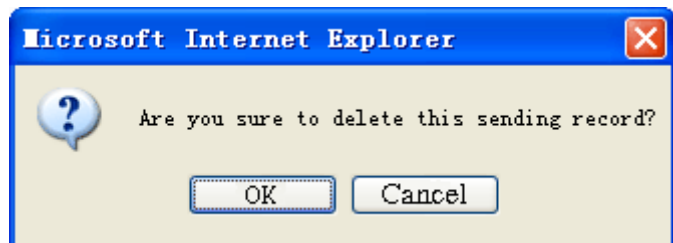
Personal information	
Personal Info	Change your name, location, and other personal information.
Password	Change your email password (Note: current password required).
Password security	Set your date of birth and security question/answer for password retrieval.
POP3 Mail	
POP Mail	Use your webmail to retrieve other POP accounts.
Basic settings	
Preferences	Customize your webmail options.
Signature	Add a custom signature to your outgoing email messages.
Auto forward	Forward your emails to another email accounts.
Auto Reply	Send a custom, automatic message response when you are away.
Schedule Mail	Set a specific time to send out an email message.
Anti-spam	
Black list	Block email addresses/domains from which you do not want to receive email.
White list	Allow specific email addresses/domains to bypass the anti-spam engine.
Filter	Set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.
Anti-spam level	Choose how strict you want your anti-spam rules to be for your email account.
Anti-virus	
Anti-virus	Choose the various ways to deal with infected virus emails.

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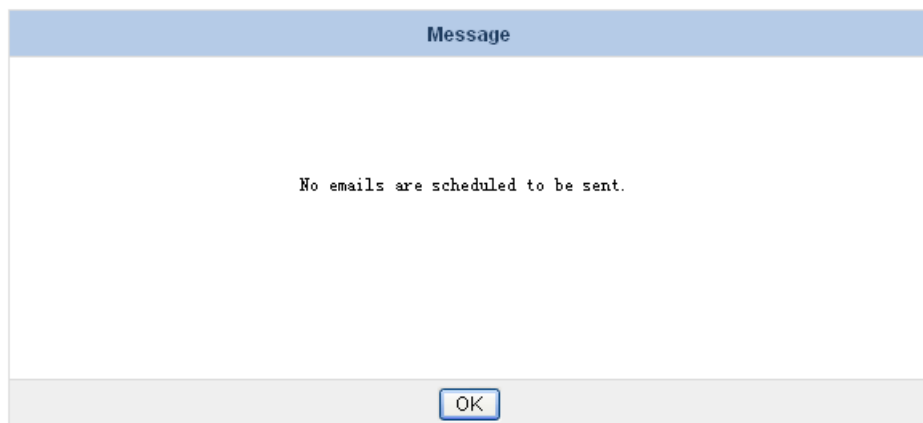
6) You can see the details of the “**Schedule Mail**” of the email.

Schedule Mail				
Message 1 to 1 (total 1)				
New	From	Date	Subject	Delete
1	"wan" <wan@mycompany.com.cn>	2006.07.15 14:20	Hello	<input type="button" value="Delete"/>

7) If you want to delete the email that has been set to send, press “**Delete**”, press “**OK**” to confirm.



8) You can check from the following page to see if the email has been deleted.

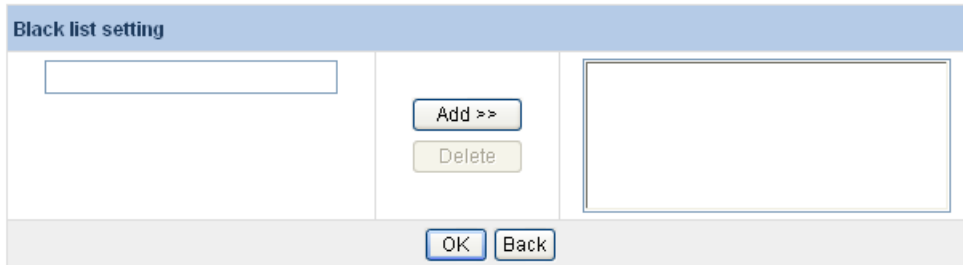


6.4 Anti-Spam

6.4.1 “Black List” Setting

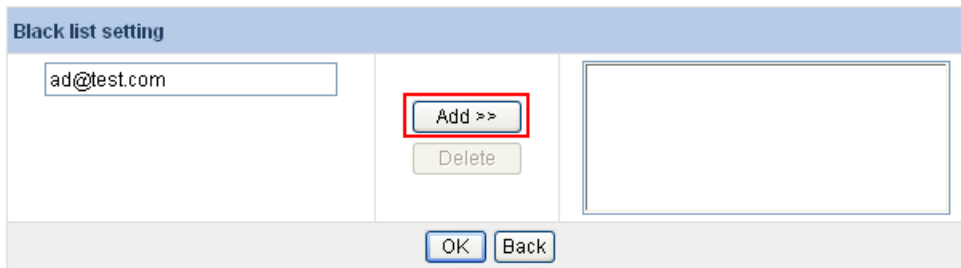
1. Add an email address to the “Black List”.

1) Click “Settings” under “Mail Function”, and click “Black List”.



The screenshot shows the 'Black list setting' window. It has a title bar 'Black list setting'. Below it, there is a text input field on the left, which is empty. To its right are two buttons: 'Add >>' and 'Delete'. Further right is a large rectangular list box, also empty. At the bottom of the window are two buttons: 'OK' and 'Back'.

2) Input the mail address in the box on the left, then press “Add”.




The screenshot shows the 'Black list setting' window. The text input field on the left now contains the email address 'ad@test.com'. The 'Add >>' button is highlighted with a red rectangle. The 'Delete' button is below it. The list box on the right remains empty. The 'OK' and 'Back' buttons are at the bottom.

3) Then the mail address will be listed in the box on the right, press “OK” to confirm.



The screenshot shows the 'Black list setting' window. The text input field on the left is empty. The 'Add >>' button is highlighted with a red rectangle. The 'Delete' button is below it. The list box on the right now contains the email address 'ad@test.com', which is also highlighted with a red rectangle. The 'OK' and 'Back' buttons are at the bottom.

4) You can check from the following page to see if mail address is listed on the “Black List”.



The screenshot shows a 'Message' dialog box. It has a title bar 'Message'. The main area contains the text: “Black List” is updated successfully!. At the bottom of the dialog box is an 'OK' button.

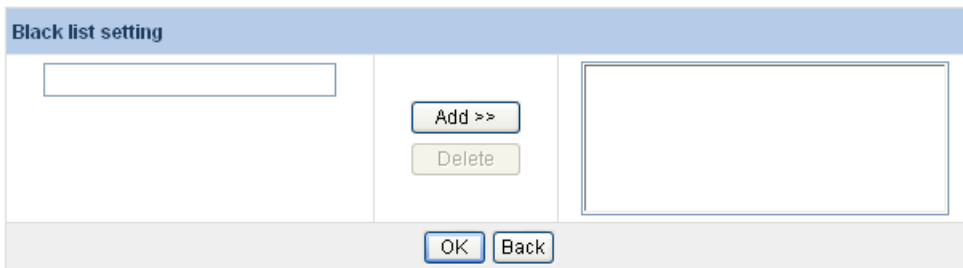
2. Delete an email address from the “Black List”.

1) Select the mail address in box on the right, then press “Delete”.



The screenshot shows a web interface titled "Black list setting". It features a text input field on the left, a central area with "Add >>" and "Delete" buttons (the "Delete" button is highlighted with a red rectangle), and a list box on the right containing the email address "ad@test.com". At the bottom, there are "OK" and "Back" buttons.

2) You can check from the following page to see if the mail address is deleted successfully.

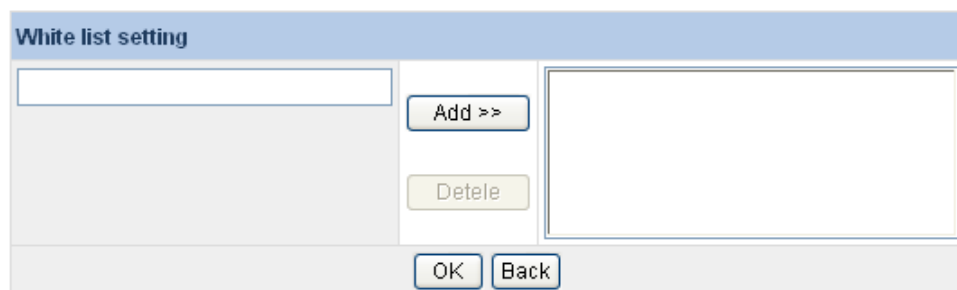


The screenshot shows the same "Black list setting" interface. The list box on the right is now empty, indicating the email address has been successfully deleted. The "Delete" button is now disabled (grayed out). The "Add >>" button and the "OK" and "Back" buttons at the bottom remain visible.

6.4.2 “White List” setting

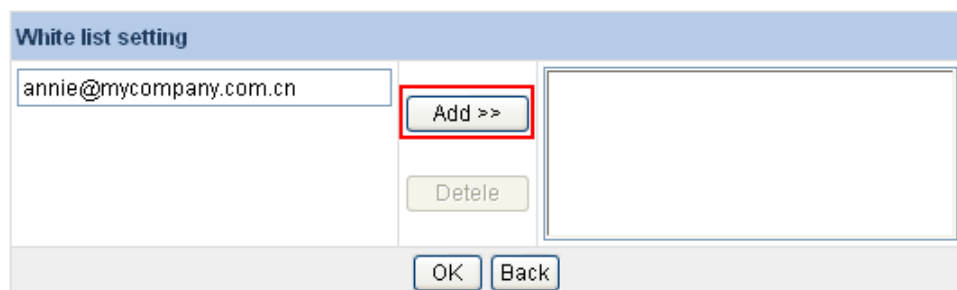
1. Add an email address to the “White List”.

1) Click “Settings” under “Mail Function”, and click “White List”.




The screenshot shows the 'White list setting' interface. It features a title bar at the top. Below it, there is a text input field on the left, an 'Add >>' button in the center, and a 'Delete' button below it. To the right of these buttons is a large empty rectangular box. At the bottom, there are 'OK' and 'Back' buttons.

2) Input the mail address in the box on the left, then press “Add”.



This screenshot shows the 'White list setting' screen after an email address has been entered. The text 'annie@mycompany.com.cn' is now in the input field. The 'Add >>' button is highlighted with a red rectangle. The 'Delete' button and the bottom 'OK'/'Back' buttons remain visible.

3) Then the mail address will be listed in the box on the right, press “OK” to confirm.



This screenshot shows the 'White list setting' screen after confirmation. The email address 'annie@mycompany.com.cn' is now listed in the large box on the right and is highlighted with a red rectangle. The input field on the left is now empty. The 'Add >>' and 'Delete' buttons are still present, along with the bottom 'OK'/'Back' buttons.

4) You can check from the following page to see if mail address is listed on the “White List”.



The screenshot shows a 'Message' screen with a blue header. The main area contains the text: “White List” is updated successfully!. At the bottom, there is an 'OK' button.

6.4.3 Filter Setting

1. Click “Settings” under “Mail Function”. Click “Filter” under “Anti-Spam” and click “Create”.

Filter

Email filtering:

You can set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.

Create

Back

(Can set up to 100 filtering rules)

2. Input the information in the relative boxes and create your own settings. Press “OK” to confirm.

mediaring

Hello,me@mycompany.com.cn

Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

[Individuals] [Group] [Search & Print] [Import/Export]

Check Mail

Compose

Local Folders

Inbox +

Draft

Sent

Trash

Junk

Virus

Mail Functions

Address Book +

Settings +

Netfolder

Calendar

Search

Help

Sign Out

POP account(s)

lorna@myco... >

Set up filtering rule

Creat mail filtering rule

Name of Rule:

AD

When new mail arrives:

☒ Use this rule ☐ Do not use this rule

After finish checking this rule:

☐ Continue with the next rule ☒ Do not continue with the next rule

Choose the conditions of this rule (select one or more)

☒ If Sender:

Include ▼ ad

☒ Case sensitive

☐ If Recipient:

Include ▼

☐ Case sensitive

☒ If Subject:

Include ▼ ad

☒ Case sensitive

☒ If length of the mail:

>= ▼ 500 K

Choose the actions of this rule (select one or more)

☐ Reject the matching mails:

☐ Forward to assigned users:

☐ Save copy in Inbox

☐ Forward to assigned folders:

Inbox ▼

☐ Use Auto Reply:

OK

Back

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3. You can check from the following page to see if the setting is created successfully.

Filter

Email filtering:

You can set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.

Create

Back

(Can set up to 100 filtering rules)

Filter Name: AD

If:

Sender includes "AD"

and

Subject includes "AD"

Action:

Transfer the mail to "Junk Folder".

This rule is currently active.

Delete

Update

6.4.4 Anti-Spam level

1. Click “**Settings**” under “**Mail Function**”. Click “**Anti-Spam Level**” under “**Anti-Spam**”.

Anti-spam level		
Define Junk Mails level:	<input type="radio"/> Low	Do not adopt this option
	<input checked="" type="radio"/> Medium	If the sender's address is not on the Address Book or white list; or if the receipt's address is not included in the "To" or "cc" box, the emails are classified as junk mails.
	<input type="radio"/> High	If the recipient's address is not included in the Address Book or White List, the mails are classified as junk mails.
Actions for Junk Mails:	<input type="radio"/>	Move to "Junk" folder(The emails will be removed automatically on a regular basis.)
	<input checked="" type="radio"/>	Reject directly
<div>OK Reset Back</div>		

2. Select one of the parameters from “**Define Junk Mails level**”, for example Medium and “**Actions for junk mail**”, for example Reject directly, then press “**OK**” to confirm.

Anti-spam level		
Define Junk Mails level:	<input type="radio"/> Low	Do not adopt this option
	<input checked="" type="radio"/> Medium	If the sender's address is not on the Address Book or white list; or if the receipt's address is not included in the "To" or "cc" box, the emails are classified as junk mails.
	<input type="radio"/> High	If the recipient's address is not included in the Address Book or White List, the mails are classified as junk mails.
Actions for Junk Mails:	<input type="radio"/>	Move to "Junk" folder(The emails will be removed automatically on a regular basis.)
	<input checked="" type="radio"/>	Reject directly
<div>OK Reset Back</div>		

3. You can check from the following page to see if the “**Anti-Spam Level**” is set successfully.

Message
<p>‘Anti-Spam level’ is set successfully.</p>
<div>OK</div>

6.4.5 Anti Virus

1) Click “Settings” under “Mail Function”, and click “Anti Virus”. Select the parameters then press “OK” to confirm.

Anti Virus

1. Anti Virus Checking	<input type="radio"/> Activate <input checked="" type="radio"/> Deactivate	
2. When virus is detected	2.1 Virus cleaned successfully	<input checked="" type="radio"/> Forward to Inbox as an attachment email, and indicate what virus has been detected and cleaned
		<input type="radio"/> Forward to Virus folder, and mark email as infected
		<input type="radio"/> Abandon email
	2.2 Failure to clean virus	<input checked="" type="radio"/> Forward to Inbox as an attachment email, and indicate what virus has been detected, and the failure to clean off virus
		<input type="radio"/> Forward to Virus folder, and mark email as infected
		<input type="radio"/> Abandon email
	2.3 Ambiguous virus email	<input checked="" type="radio"/> Forward to Inbox as an attachment email, and indicate suspicious virus email has been detected
		<input type="radio"/> Forward to Virus folder, and mark email as infected
		<input type="radio"/> Abandon email
3. Notification to myself	<input type="checkbox"/> Notify Me Notify me with the specific action taken (as listed above)	
4. Notification to sender	<input type="checkbox"/> Notify sender Notify sender on the virus infection, and advise them that their mail may not have reached designated recipients	

OK

Reset

Back

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2) You can check from the following page to see if the “Anti Virus” is set successfully.

Message

'Anti Virus' is set successfully.

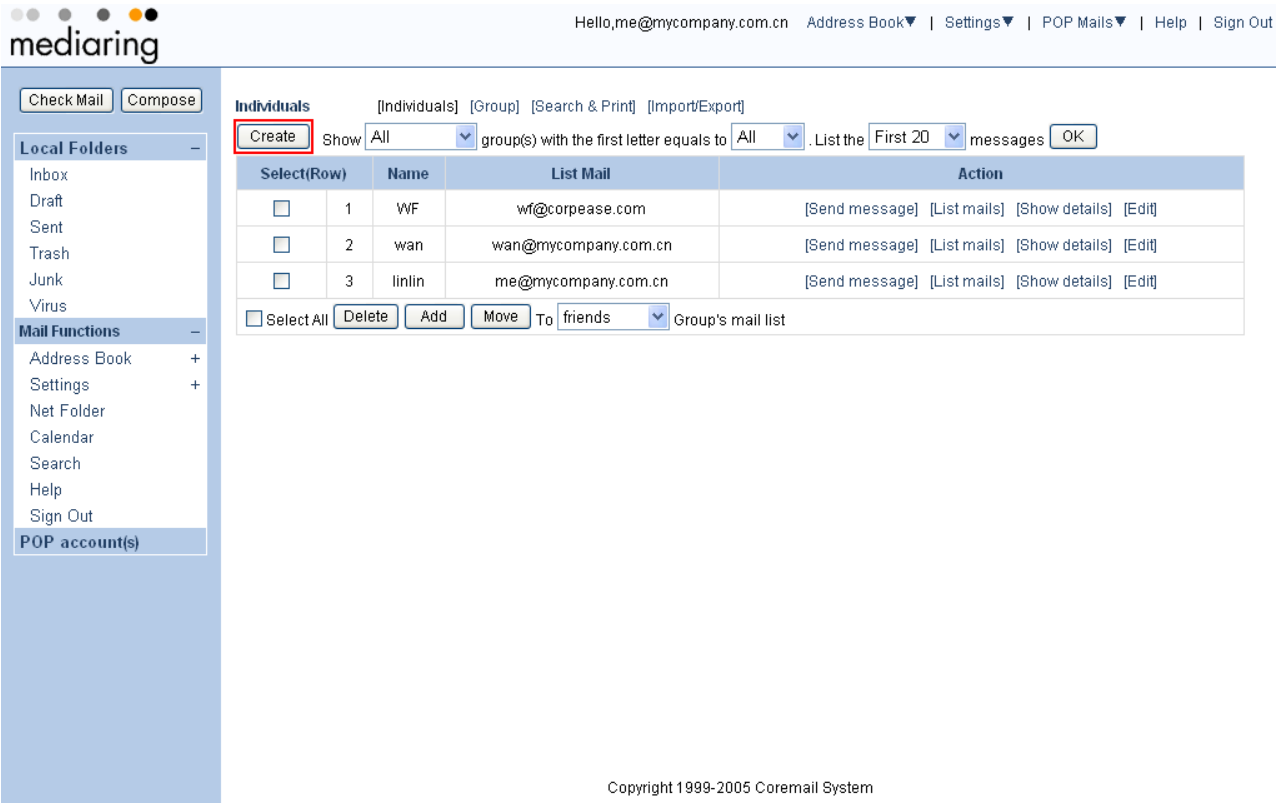
OK

7. Address Book

7.1 Individual Address List

7.1.1 Create New Personal Address

1. Click “Create” to create new address.



2. Input the relative information in the corresponding boxes, then press “OK” to confirm.

Personal Addresses Edit

New Personal Address

Must fill in

Name: **

Email Address: **

Personal details

Groups: ☐ friends ☐ family ☒ co-workers ☐ net friends ☐ vip ☐ classmate

Birth day: 1980 Year 6 Month 20 Day

ICQ Number:

Home Page:

Home Address:

ZIP/Postal Code:

Home Phone Number:

Mobile:

Work details

Company:

Work Number:

Fax Number:

Address:

ZIP/Postal Code:

3. You can check from the following page to see if the new personal address is created successfully.

mediaring

Hello, me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show All group(s) with the first letter equals to All . List the First 20 messages OK

Select(Row)	Name	List Mail	Action
<input type="checkbox"/>	1	WF wf@corpease.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2	wan wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3	linlin me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4	Annie annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

☐ Select All Delete Add Move To friends Group's mail list

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7.1.2 Edit Personal Address

1. Edit Personal Address

1) Click “Edit” to edit address.

mediaring

Hello, me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show All group(s) with the first letter equals to All . List the First 20 messages OK

Select(Row)	Name	List Mail	Action
<input type="checkbox"/>	1	WF wf@corpease.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2	wan wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3	linlin me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4	Annie annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

☐ Select All Delete Add Move To friends Group's mail list

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2) Please input the new Email Address in the relative box, then press “OK” to confirm.

Personal Addresses Edit

New Personal Address

Must fill in

Name: **

Email Address: **

Personal details

Groups: ☐ friends ☐ family ☒ co-workers ☐ netfriends ☐ vip ☐ classmate

Birthdate: 1980 Year 6 Month 20 Day

ICQ Number:

Home Page:

Home Address:

ZIP/Postal Code:

Home Phone Number:

Mobile:

Work details

Company:

Work Number:

Fax Number:

Address:

ZIP/Postal Code:

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3) You can check from the following page to see if the Email Address is edited successfully.

mediaring

Hello, me@mycompany.com.cn Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Show group(s) with the first letter equals to . List the messages

Select(Row)	Name	List Mail	Action
<input type="checkbox"/> 1	WF	wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/> 2	wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/> 3	linlin	me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/> 4	Annie	annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

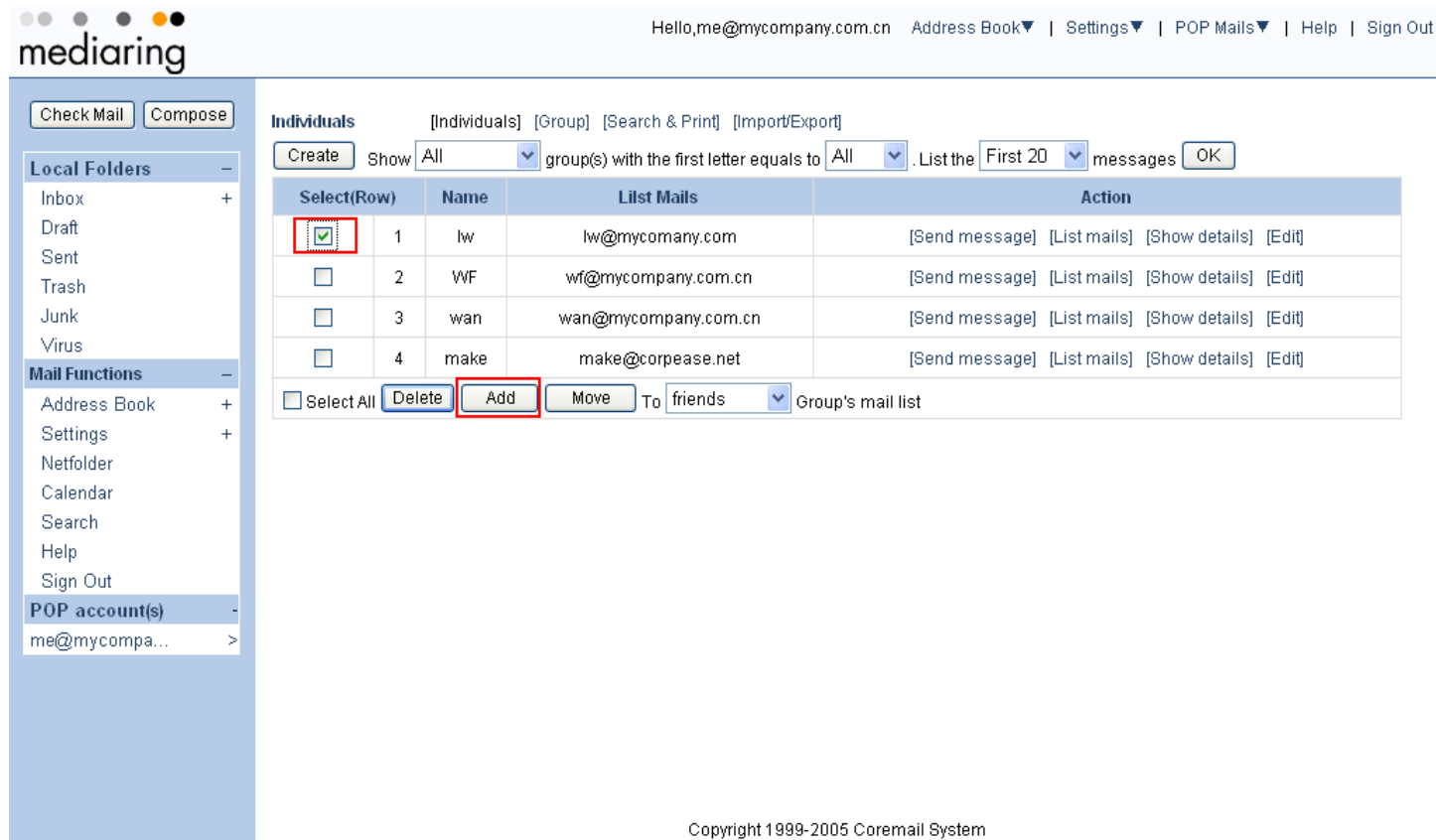
☐ Select All To Group's mail list

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7.1.3 Individual Address Book

1. Add Email Addresses to “Group” mail list

1) Select the Email Address, then press “Add”.

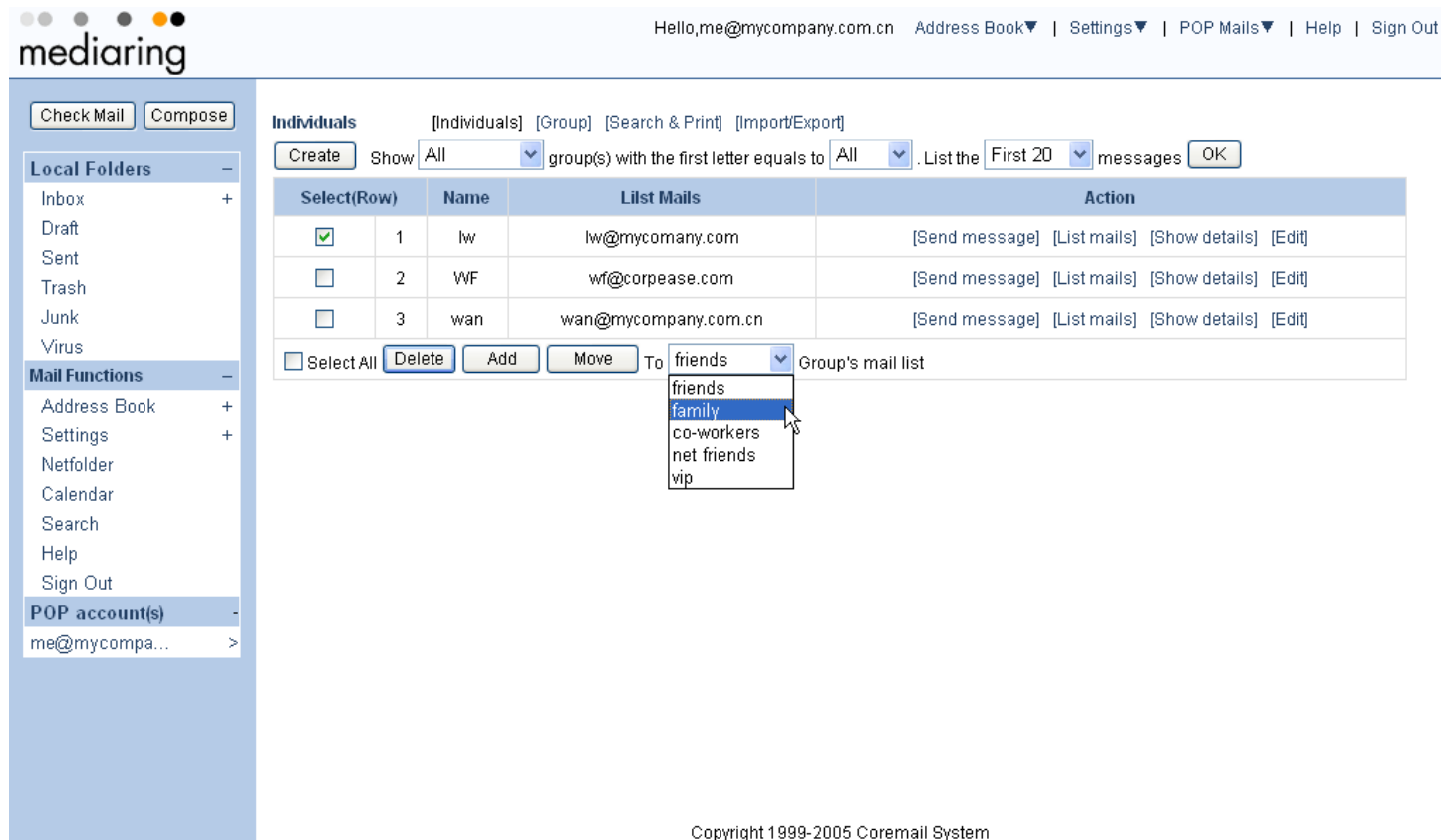


The screenshot shows the Coremail Address Book interface. The top navigation bar includes the user email 'Hello,me@mycompany.com.cn' and links to 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The left sidebar contains 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out). The 'POP account(s)' section shows 'me@mycompa...'. The main area is titled 'Individuals' and has tabs for '[Individuals]', '[Group]', '[Search & Print]', and '[Import/Export]'. Below the tabs are filters: 'Create', 'Show All', 'group(s) with the first letter equals to All', 'List the First 20 messages', and an 'OK' button. A table lists individuals with columns 'Select(Row)', 'Name', 'List Mails', and 'Action'. The first row is selected. Below the table are buttons: 'Select All', 'Delete', 'Add', 'Move', and a 'To' dropdown menu set to 'friends'. The 'Add' button is highlighted with a red box.

Select(Row)	Name	List Mails	Action
<input checked="" type="checkbox"/>	1 lw	lw@mycompany.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2 WF	wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4 make	make@corpease.net	[Send message] [List mails] [Show details] [Edit]

Buttons: [Select All] [Delete] [Add] [Move] To: friends [Group's mail list]

2) Select the desired “Group” from the pull down menu, for example, “family” and add the Email Address.



The screenshot shows the same Coremail Address Book interface, but the 'To' dropdown menu is open, showing a list of groups: 'friends', 'family', 'co-workers', 'net friends', and 'vip'. The 'family' group is highlighted with a blue selection bar. The 'Add' button remains highlighted.

Select(Row)	Name	List Mails	Action
<input checked="" type="checkbox"/>	1 lw	lw@mycompany.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2 WF	wf@corpease.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

Buttons: [Select All] [Delete] [Add] [Move] To: friends [Group's mail list]

Dropdown menu options: friends, family, co-workers, net friends, vip

2. Move Email Address from its existing “Group” to another.

1) Select the Email Address to be moved from its existing “Group”, then press “Move”.

The screenshot shows the 'mediaring' web interface. On the left is a sidebar with 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out). Below this is 'POP account(s)' with 'me@mycompa...'. The main area is titled 'Individuals' and has tabs for '[Individuals]', '[Group]', '[Search & Print]', and '[Import/Export]'. It includes a 'Create' button, a 'Show' dropdown set to 'All', a text input 'group(s) with the first letter equals to', another 'All' dropdown, and a 'List the First 20 messages' button. Below this is a table with columns 'Select(Row)', 'Name', 'List Mails', and 'Action'. The table contains three rows: Row 1 (lw, lw@mycompany.com), Row 2 (WF, wf@corpease.com), and Row 3 (wan, wan@mycompany.com.cn). The first two rows are selected with checkboxes. Below the table are buttons for 'Select All', 'Delete', 'Add', and 'Move'. The 'Move' button is highlighted with a red box. A dropdown menu is open next to the 'Move' button, showing a list of groups: 'family', 'friends', 'family', 'co-workers', 'net friends', and 'vip'. The 'co-workers' group is selected in the dropdown. The text 'To: co-workers' and 'Group's mail list' is visible next to the dropdown.

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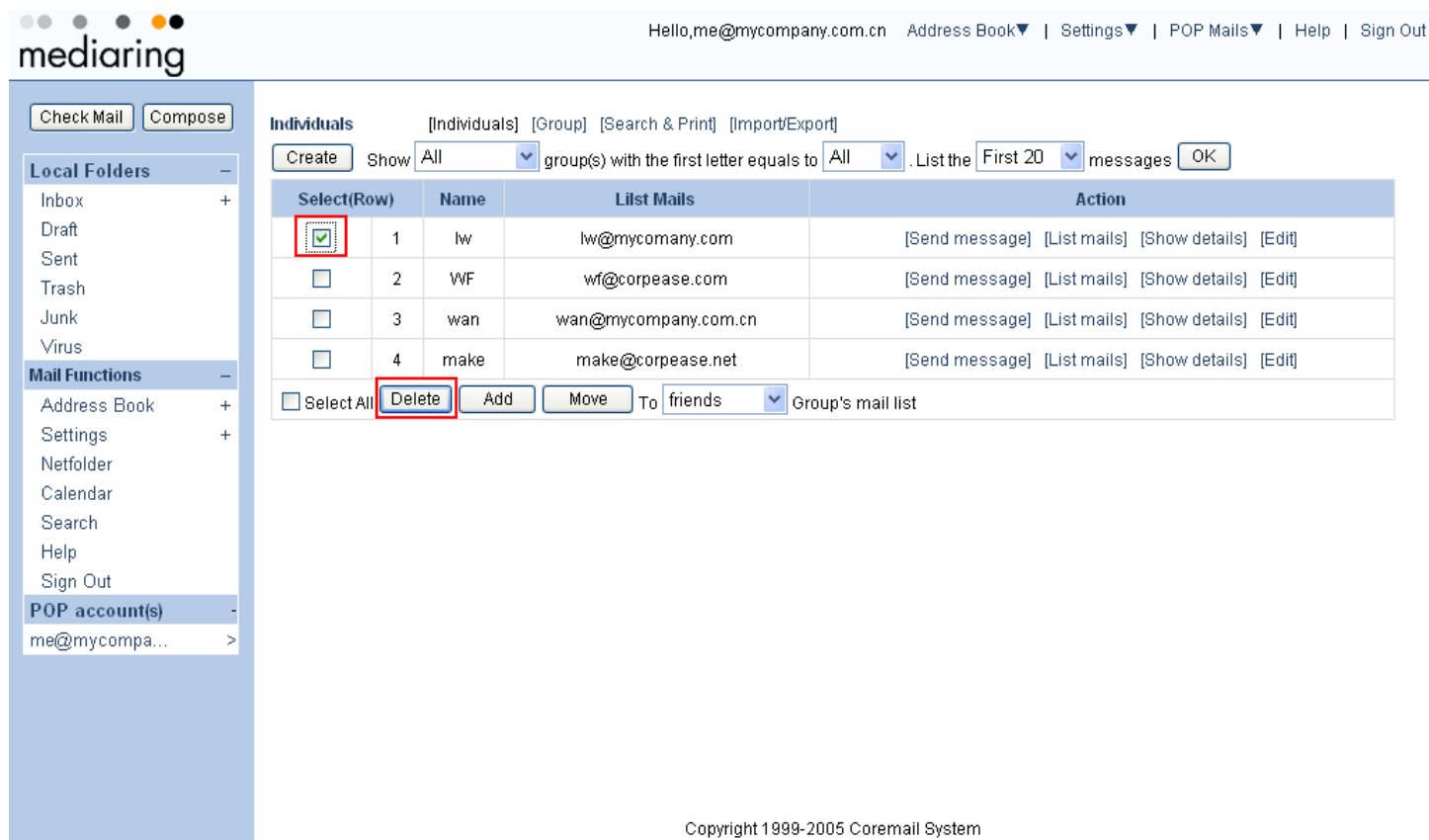
2) Choose the “Group” where the Email Address will be moved to.

The screenshot shows the 'mediaring' web interface, similar to the previous one. The 'Show' dropdown is now set to 'co-workers'. The table below it now only contains two rows: Row 1 (lw, lw@mycompany.com) and Row 2 (WF, wf@corpease.com). The 'Move' button is still highlighted with a red box, and the dropdown menu is still open, showing the same list of groups. The 'co-workers' group is still selected in the dropdown. The text 'To: co-workers' and 'Group's mail list' is visible next to the dropdown.

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3. Delete an Email Address

1) Select the Email Address that will be deleted, then press **“Delete”**.



mediaring

Hello, me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail | Compose

Local Folders -
Inbox +
Draft
Sent
Trash
Junk
Virus

Mail Functions -
Address Book +
Settings +
Netfolder
Calendar
Search
Help
Sign Out

POP account(s) -
me@mycompa... >

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

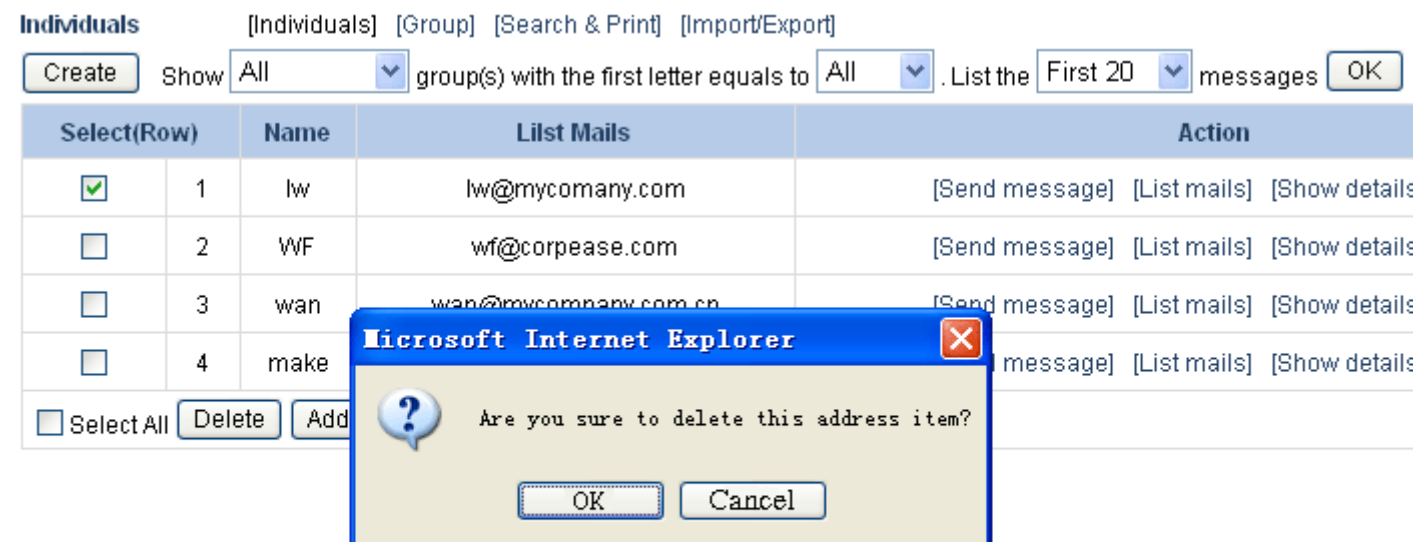
Create Show All ▼ group(s) with the first letter equals to All ▼ . List the First 20 ▼ messages OK

Select(Row)	Name	List Mails	Action
<input checked="" type="checkbox"/>	1 lw	lw@mycompany.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2 WF	wf@corpease.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4 make	make@corpease.net	[Send message] [List mails] [Show details] [Edit]

☐ Select All **Delete** Add Move To friends ▼ Group's mail list

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2) Click **“OK”** to confirm.



Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show All ▼ group(s) with the first letter equals to All ▼ . List the First 20 ▼ messages OK

Select(Row)	Name	List Mails	Action
<input checked="" type="checkbox"/>	1 lw	lw@mycompany.com	[Send message] [List mails] [Show details]
<input type="checkbox"/>	2 WF	wf@corpease.com	[Send message] [List mails] [Show details]
<input type="checkbox"/>	3 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details]
<input type="checkbox"/>	4 make		[Send message] [List mails] [Show details]

☐ Select All Delete Add

Microsoft Internet Explorer

Are you sure to delete this address item?

OK Cancel

3) You can check from the page below to see if the Email Address is deleted successfully.

mediaring

Hello, me@mycompany.com.cn Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox +
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Netfolder
- Calendar
- Search
- Help
- Sign Out

POP account(s) -

- me@mycompa... >

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show All group(s) with the first letter equals to All . List the First 20 messages OK

Select(Row)	Name	List Mails	Action
<input type="checkbox"/>	1 WF	wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3 linlin	me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

☐ Select All Delete Add Move To friends Group's mail list

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7.1.4 Search an Email Address from the Individual Address Book

1) Select the desired “Group”, for example, “friends”.

mediaring

Hello, me@mycompany.com.cn Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show friends group(s) with the first letter equals to All . List the First 20 messages OK

Select(Row)	All	friends	List Mail	Action
<input type="checkbox"/>	1 family	wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]	
<input type="checkbox"/>	2 co-workers	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]	
<input type="checkbox"/>	3 net friends	me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]	
<input type="checkbox"/>	4 vip	annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]	

☐ Select All Delete Add Move To friends Group's mail list

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- 2) Find the Email Address from the “first letter equals to” pull down menu. For example, if you are looking for “wf@mycompany.com.cn”, then you select “w/W”.

mediaring Hello,me@mycompany.com.cn Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show friends group(s) with the first letter equals to All .List the First 10 messages OK

Select(Row)	Name	List Mail	Action
<input type="checkbox"/>	1	WF wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2	wan wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3	linlin me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4	Annie annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

☐ Select All Delete Add Move To friends Group's

All
 a/A
 b/B
 c/C
 d/D
 e/E
 f/F
 g/G
 h/H
 i/I
 j/J
 k/K
 l/L
 m/M
 n/N
 o/O
 p/P
 q/Q
 r/R
 s/S
 t/T
 u/U
 v/V
w/W
 x/X
 y/Y
 z/Z
 Other

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- 3) Then select from the pull down menu which you think the Email Address will be included in, for example, “First 10”.

mediaring Hello,me@mycompany.com.cn Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show friends group(s) with the first letter equals to w/W .List the First 10 messages OK

Select(Row)	Name	List Mail	Action
<input type="checkbox"/>	1	WF wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2	wan wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3	linlin me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4	Annie annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

☐ Select All Delete Add Move To friends Group's mail list

First 10
 First 20
 First 50
 First 100
 All

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4) You can check from the following page to see if wf@mycompany.com.cn is found.

mediaring

Hello, me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox +
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Netfolder
- Calendar
- Search
- Help
- Sign Out

POP account(s) -

- me@mycompa... >

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show friends group(s) with the first letter equals to w/W . List the First 10 messages OK

Select(Row)	Name	List Mails	Action
<input type="checkbox"/>	1	wan wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

☐ Select All Delete Add Move To friends Group's mail list

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7.2 Group Mail List

7.2.1 Create a new group

1. Input the Group Name, (for example, "classmate") in the box under "Create Group", then press "Create".

mediaring

Hello, me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox +
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Netfolder
- Calendar
- Search
- Help
- Sign Out

POP account(s) -

- me@mycompa... >

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	1	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	1	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]

☐ Select All Delete

Create Group

Group Name: classmate Create

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2. You can check from the following page to see if “classmate” is created successfully.

mediaring

Hello, me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders

- Inbox +
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Netfolder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

- me@mycompa... >

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	1	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	1	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]
<input type="checkbox"/>	classmate	1	[Send message] [Edit] [Print]

☐ Select All Delete

Create Group

Group Name: Create

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7.2.2 Send emails to a group

1. Select a Group. For example “classmate”.

mediaring

Hello, me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders

- Inbox +
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book +
- Settings +
- Netfolder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

- me@mycompa... >

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	1	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	1	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]
<input type="checkbox"/>	classmate	2	[Send message] [Edit] [Print]

☐ Select All Delete

Create Group

Group Name: Create

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2. Input the subject and content, then press “Send”.

mediaring

Hello, me@mycompany.com.cn | Address Book▼ | Settings▼ | POP Mails▼ | Help | Sign Out

Check Mail Compose

Local Folders -
Inbox +
Draft
Sent
Trash
Junk
Virus

Mail Functions -
Address Book +
Settings +
Netfolder
Calendar
Search
Help
Sign Out

POP account(s) -
me@mycompa... >

Compose Send Save Draft Cancel

To: wan@mycompany.com.cn, make@corpease.net
[Add cc address] [Add bcc address]

Subject: Gathering
[Add from Address Book] [Add Attachment] [Net Folder]

Dinner gathering on 8th July 2006 at Hard Rock's cafe. Please advise availability.

best wishes!

friends
Add all contacts to recipient list
wan

Select contact group
friends
family
co-workers
net friends
vip
classmate
Refresh Address List

Send Save Draft Cancel HTML Editor ☐ HTML Format Time Set

☒ Save a copy to "Sent" folder ☐ Request for receipt ☐ I High Priority Use Signature Use Signature lorna1

3. You can check from the following page to see if the mail is sent to the group “class” successfully.

Mail Sent Successfully

Successful to send the mail to wan@mycompany.com.cn, make@corpease.net

Message saved to "Sent" folder.

[Save Address to Address Book]

Click "Return" to the "Local Folder" page.

Return

7.2.3 Edit group List

1. Click **“Edit”** from a selected Group, for example, **“classmate”**. Please note that the “default groups”, for example, “friends”, “family”, “co-workers”, “net friends”, “vip” cannot be amended.

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	2	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	2	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]
<input type="checkbox"/>	classmate	0	[Send message] [Edit] [Print]

☐ Select All

Create Group

Group Name:

2. The following page will appear after you click **“Edit”**. Select username from the **“Full Address List”** and press **“Add to Group”**.

Revise Mail List

Group Name:

Full Address List:

Full Address list		Group Address
<div> <div>wan</div> <div>linan</div> <div>WwF</div> <div>linlin</div> <div>Annie</div> </div>	<div>Add to Group</div> <div><< Remove</div>	<div></div>

3. After the addresses are added, press **“Amend”**.

Revise Mail List

Group Name:

Full Address List:

Full Address list		Group Address
<div> <div>wan</div> <div>linan</div> </div>	<div>Add to Group</div> <div><< Remove</div>	<div>WwF</div> <div>linlin</div> <div>Annie</div>

4. The following will appear after you click “Amend”. You can see that the total of addresses under “classmate” has become 3.

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	2	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	2	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]
<input type="checkbox"/>	classmate	3	[Send message] [Edit] [Print]
<input type="checkbox"/> Select All <input type="button" value="Delete"/>			

Create Group

Group Name:

7.2.4 Print group List

1. Click “Print” from a selected “Group”.

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	2	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	2	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]
<input type="checkbox"/>	classmate	3	[Send message] [Edit] [Print]
<input type="checkbox"/> Select All <input type="button" value="Delete"/>			

Create Group

Group Name:

2. The information shown under this “Group” will be printed.

mediaring

Check Mail

Compose

Local Folders

Inbox

Draft

Sent

Trash

Junk

Virus

Mail Functions

Address Book

Settings

Net Folder

Calendar

Search

Help

Sign Out

POP account(s)

Account Information

WF

Home Address:

Office Address:

Email: wf@mycompany.com.cn

Name: WF

Grouping: co-workers;classmate

Account Information

Annie

Home Address:

Office Address:

BirthDay: 19800620

Email: annie@mycompany.com.cn

Name: Annie

Grouping: co-workers;classmate

Print

Back

Amend

Send Mail

Read Mail

Delete

Print

Back

Amend

Send Mail

Read Mail

Delete

WF

Home Address:

Office Address:

Email: wf@mycompany.com.cn

Name: WF

Grouping: co-workers;classmate

Account Information

Annie

Home Address:

Office Address:

BirthDay: 19800620

Email: annie@mycompany.com.cn

Name: Annie

Grouping: co-workers;classmate

Print

Back

Amend

Send Mail

Read Mail

Delete

7.2.5 Delete a group

1. Select the “Group” which you want to delete, for example, “classmate”, then press “Delete”.

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	2	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	2	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]
<input checked="" type="checkbox"/>	classmate	3	[Send message] [Edit] [Print]

☐ Select All

Create Group

Group Name:

2. Please press “OK” to confirm.

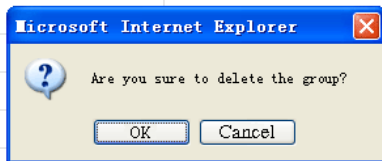
Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	1	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	1	[Send message] [Edit] [Print]
Not available			[Send message] [Edit] [Print]
Not available			[Send message] [Edit] [Print]
<input checked="" type="checkbox"/>			[Send message] [Edit] [Print]

☐ Select All

Create Group

Group Name:



3. You can check from the following page to see if the group is deleted successfully.

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	2	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	2	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]

☐ Select All

Create Group

Group Name:

7.3 Search/ Print the Address Book

7.3.1 Search the Address Book

1. Under the “Mail Function”, you can find “Search/Print” under “Address Book”.

The screenshot shows the Coremail web interface. At the top, there's a header with the user's email 'Hello, me@mycompany.com.cn' and navigation links: 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. On the left, a sidebar contains 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Group, Search/Print, Import/Export, Settings, Netfolder, Calendar, Search, Help, Sign Out). The 'Search/Print' option is highlighted with a red box. Below the sidebar, the 'Address Book' section is visible, showing a table of contacts with columns 'Select(Row)', 'Name', 'List Mails', and 'Action'. The table lists three contacts: 'WF' (wf@corpease.com), 'wan' (wan@mycompany.com.cn), and 'make' (make@corpease.net). Below the table, there are buttons for 'Select All', 'Delete', 'Add To', 'Move To', and a dropdown menu for 'To' (currently set to 'friends').

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2. Click “Search & Print” to Search or Print the address book.

The 'Address Search' dialog box is shown. It has a title bar 'Address Search' and a subtitle 'Search & Print'. Below the title bar, there are tabs: 'Individuals', 'Group', 'Search & Print', and 'Import/Export'. The 'Search & Print' tab is selected. The dialog contains a search form with the following fields: 'Search' (set to 'Names'), 'Which' (set to 'Contain'), and a text input box. Below the search fields, there's a section for 'The result list of searching:' with a dropdown menu set to 'Don't sort' and a 'Sort' button. At the bottom, there are two radio buttons: 'Show all Records with the above attribute' (selected) and 'Choose my own attributes'. An 'OK' button is at the bottom right.

3. Enter keywords or alphabets in the search box, then press “OK” to confirm.

The 'Address Search' dialog box is shown again, but now the text input box in the search section contains the letter 'w'. The rest of the dialog is the same as in the previous screenshot.

4. You can check from the following page to see if the requested address is searched.

Search & Print

Print Back

Item NO: 1

Name:	WF	Mail Address:	wf@corpease.com	Birthday:	
ICQ Number:		Group:	co-workers	Home Page:	
Contact Address:		Postal Code:		Phone Number:	
Fax Number:		Mobile:		Company:	Corpease
Company Phone Number:		Company Fax Number:		Company Address:	

Item NO: 2

Name:	wan	Mail Address:	wan@mycompany.com.cn	Birthday:	
ICQ Number:		Group:	friends	Home Page:	
Contact Address:		Postal Code:		Phone Number:	
Fax Number:		Mobile:		Company:	
Company Phone Number:		Company Fax Number:		Company Address:	

search result is empty.

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7.3.2 Print the Searched Result

Click “Print” to print the searched result.

Search & Print

Print

Back

Item NO: 1					
Name:	WF	Mail Address:	wf@corpease.com	Birthday:	
ICQ Number:		Group:	co-workers	Home Page:	
Contact Address:		Postal Code:		Phone Number:	
Fax Number:		Mobile:		Company:	Corpease
Company Phone Number:		Company Fax Number:		Company Address:	

Item NO: 2					
Name:	wan	Mail Address:	wan@mycompany.com.cn	Birthday:	
ICQ Number:		Group:	friends	Home Page:	
Contact Address:		Postal Code:		Phone Number:	
Fax Number:		Mobile:		Company:	
Company Phone Number:		Company Fax Number:		Company Address:	

search result is empty.

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7.4 Import / Export the Address Book

7.4.1 Import the Address Book

1) Click “Import/ Export” under “Address Book” on the left navigation.

The screenshot shows the Coremail web interface. The top navigation bar includes the user's email address, 'Hello, me@mycompany.com.cn', and links to 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The left sidebar contains a 'Local Folders' section with 'Inbox', 'Draft', 'Sent', 'Trash', 'Junk', and 'Virus'. Below this is the 'Mail Functions' section, where 'Import/Export' is highlighted with a red box. The main content area shows the 'Address Book' interface with tabs for 'Individuals', 'Group', 'Search & Print', and 'Import/Export' (highlighted with a red box). The 'Import/Export' tab is active, displaying a table of contacts with columns for 'Select(Row)', 'Name', 'List Mail', and 'Action'. The table lists five contacts: WF, wan, linlin, Annie, and lw. Below the table are buttons for 'Select All', 'Delete', 'Add', 'Move', and 'To', followed by a dropdown menu for 'Group's mail list'.

Select(Row)	Name	List Mail	Action
<input type="checkbox"/>	1	WF	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2	wan	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3	linlin	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4	Annie	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	5	lw	[Send message] [List mails] [Show details] [Edit]

2) Click “Browse” to search the file that will be imported. Choose the file format on the pull down menu, then press “Start”.

The screenshot shows the 'Import/Export' dialog box. The 'Import' section is active, displaying a '1. Choose files:' field with a 'Browse...' button. Below this is a '2. Choose file format:' dropdown menu with 'vCard' selected. A '3. For identical file names:' section shows 'Overwrite' selected. A '4. Start' button is at the bottom. The 'Export' section is also visible, showing a '1. Choose file format:' dropdown menu with 'vCard' selected, and instructions for CSV and VCF formats. A '4. Start' button is at the bottom.

3) You can check from the following page to see if the address is imported.

The screenshot shows the 'Address' page. It displays the import result: 'Import result: Original contact entry count: 5, Original contact group: 5. Contacts: 0 entries imported, 5 entries of original contacts, 5 entries overwritten. Contact groups: 0 groups imported, 5 groups of original contact groups, 0 groups overwritten.' A 'Back' button is at the bottom.

7.4.2 Export the Address

1) Click **“Import/ Export”** under **“Address Book”** on the left navigation and choose the format from pull down menu, then press **“Start”**.

The screenshot shows a web interface titled "Import/Export". It is divided into two main sections: "Import" and "Export".

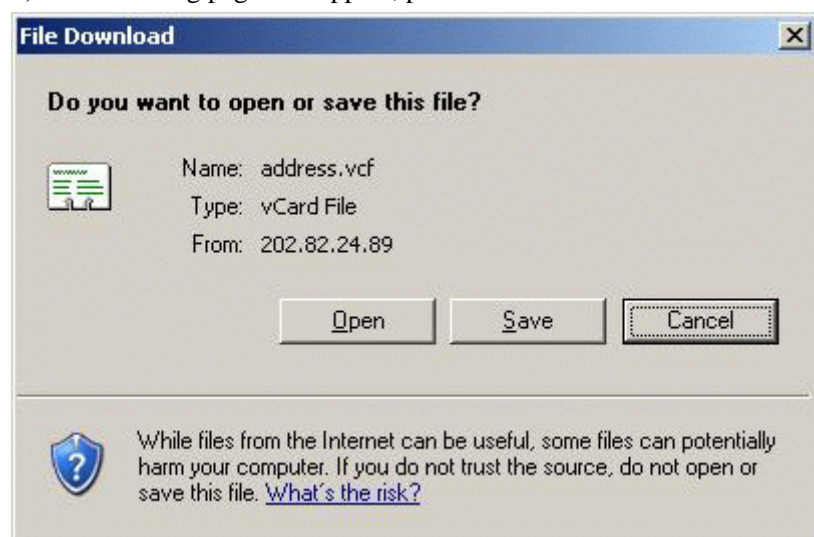
Import Section:

1. Choose files: [text input field] [Browse... button]
2. Choose file format: vCard (dropdown menu)
3. For identical file names: ☐ Overwrite ☒ Skip
4. [Start button]

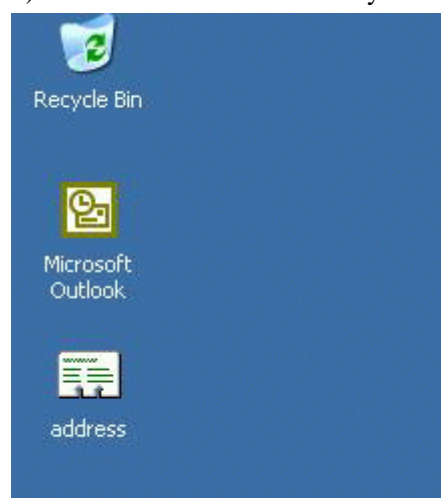
Export Section:

1. Choose file format: vCard (dropdown menu, with a sub-menu showing vCard and csv(*.csv))
2. If you choose CSV format, the file name will be <filename>.csv
3. If you choose VCF format, the file name will be <filename>.vcf
4. [Start button]

2) The following page will appear, press **“Save”**



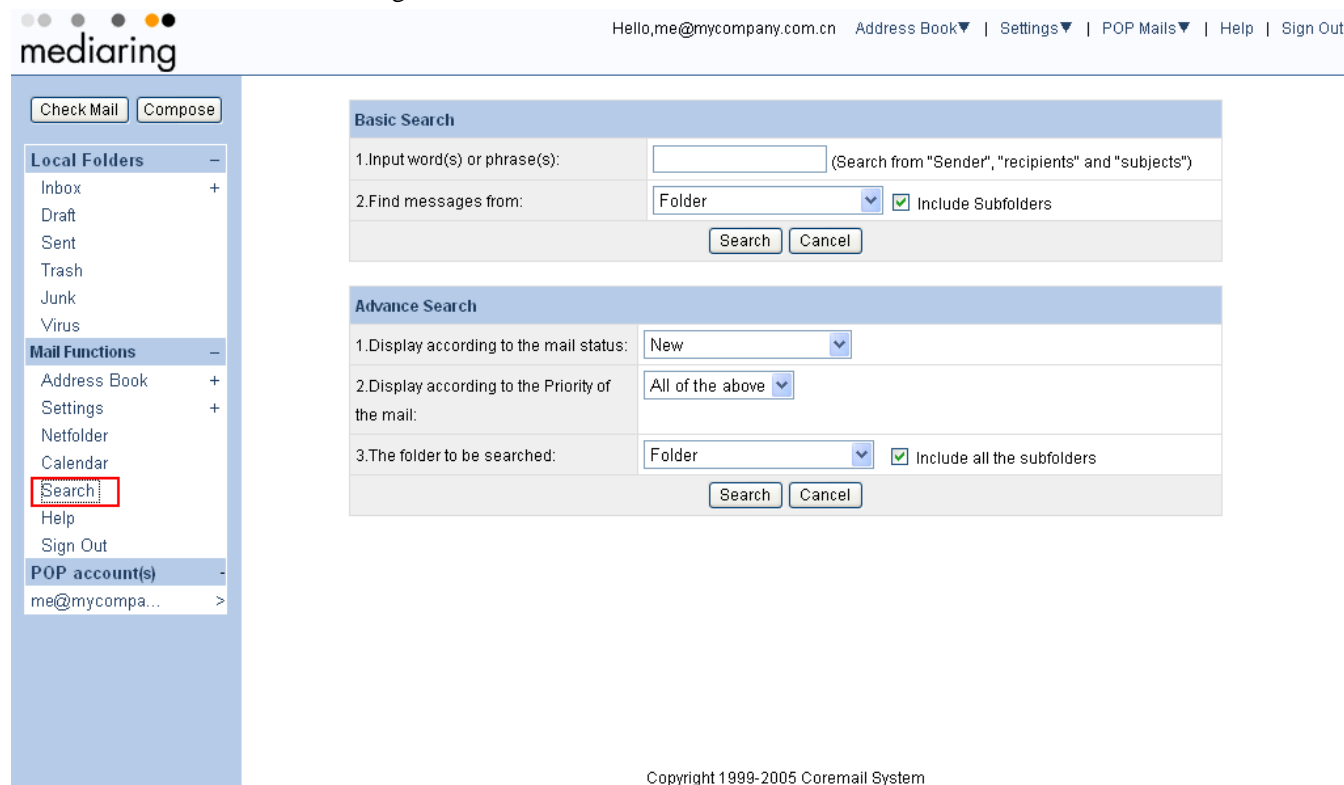
3) The file will be saved where you choose.



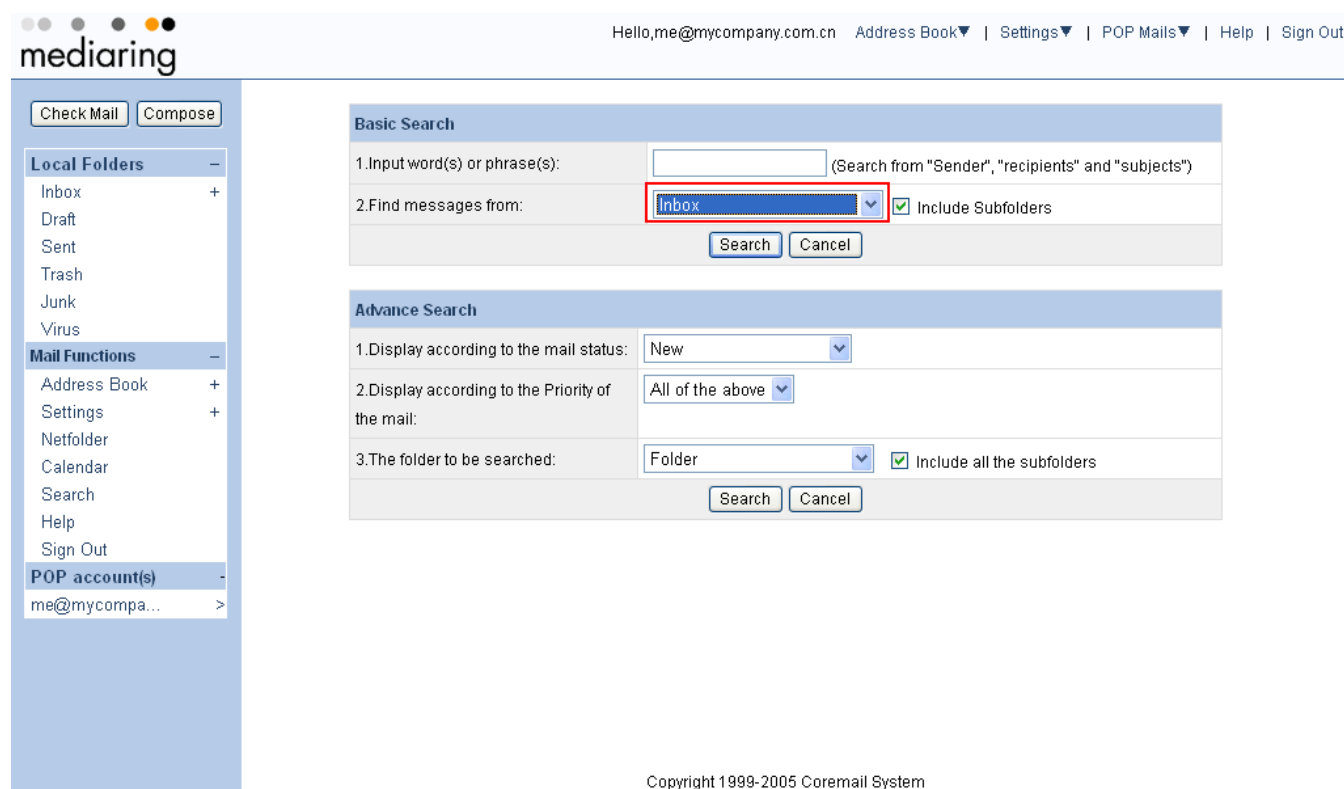
8. Search

8.1 Basic Search

1. Click “Search” on the left navigation.



2. Input the keywords or phrases in the relative boxes and search from the pull down menu of “Find message from”, then click “Search” to confirm.



3. The following page will appear if the email can be found successfully.

mediaring

Check Mail

Compose

Local Folders

Inbox

Draft

Sent

Trash

Junk

Virus

Mail Functions

Address Book

Group

Search/Print

Import/Export

Settings

Netfolder

Calendar

Search

Help

Sign Out

POP account(s)

Hello,me@mycompany.com.cn

Address Book

Settings

POP Mails

Help

Sign Out

[Preferences] [Personal] [Password] [More]

Search results

Total no. of Unread mails in your Inbox:3

[First | Prev | Next | Last | page 1]

Delete

Delete Permanently

Reject

==Move To==

==Mark as==

Back

				Sender	Subject	Date & Time	Size
<input type="checkbox"/>				admin@mycompany.com.cn	Pop Result	2006.07.15 13:30	0.51K
<input type="checkbox"/>				"linlin" <me@mycompany.co	Re: hello	2006.07.11 22:14	0.88K
<input type="checkbox"/>				me@mycompany.com.cn	Read:hello	2006.07.10 23:06	1.12K

☐ Select/Unselect All

[First | Prev | Next | Last | page 1]

Delete

Delete Permanently

Reject

==Move To==

==Mark as==

==Forward==

Back

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8.2 Advance Search

1. Click “Search” on the left navigation.

101

Check Mail

Compose

Local Folders

Inbox

Draft

Sent

Trash

Junk

Virus

Mail Functions

Address Book

Settings

Netfolder

Calendar

Search

Help

Sign Out

POP account(s)

me@mycompa...

Basic Search

1.Input word(s) or phrase(s):(Search from "Sender", "recipients" and "subjects")

2.Find messages from:

Folder

☒ Include Subfolders

Search

Cancel

Advance Search

1.Display according to the mail status:

New

2.Display according to the Priority of the mail:

All of the above

3.The folder to be searched:

Folder

☒ Include all the subfolders

Search

Cancel

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2. You can choose from either No. 1, 2 or 3 under the "Advance Search" or choose all of them to perform the "Search".

Advance Search

1.Display according to the mail status:

New

New
Replied
Forwarded
Replied and Forwarded
Read
All of the above

2.Display according to the Priority of the mail:

High

High
Normal
Low
All of the above

3.The folder to be searched:

Folder

☒ Include all the subfolders

Search

Cancel

Folder
Inbox
Draft
Sent
Trash
Junk
Virus

3. You can check from the following page to see if the email is searched successfully.

[Check Mail](#) [Compose](#)

Local Folders

[Inbox](#)
[Draft](#)
[Sent](#)
[Trash](#)
[Junk](#)
[Virus](#)

Mail Functions

[Address Book](#)
[Group](#)
[Search/Print](#)
[Import/Export](#)
[Settings](#)
[Netfolder](#)
[Calendar](#)
[Search](#)
[Help](#)
[Sign Out](#)

POP account(s)

Search results

Total no. of Unread mails in your Inbox:3 [First | Prev | Next | Last | page 1]

[Delete](#)[Delete Permanently](#)[Reject](#)

==Move To==

==Mark as==

[Back](#)

			Sender	Subject	Date & Time	Size
<input type="checkbox"/>			admin@mycompany.com.cn	Pop Result	2006.07.15 13:30	0.51K
<input type="checkbox"/>			"linlin" <me@mycompany.co	Re: hello	2006.07.11 22:14	0.88K
<input type="checkbox"/>			me@mycompany.com.cn	Read:hello	2006.07.10 23:06	1.12K

☐ Select/Unselect All

[First | Prev | Next | Last | page 1]

[Delete](#)[Delete Permanently](#)[Reject](#)

==Move To==

==Mark as==

==Forward==

[Back](#)

9. Help

1) Click “Help” under “Main Functions” on the left navigation or from the “Shortcut” menu.

The screenshot shows the Coremail web interface. At the top, there's a header with the user's email address 'Hello,me@mycompany.com.cn' and navigation links: 'Address Book', 'Settings', 'POP Mails', 'Help' (highlighted with a red box), and 'Sign Out'. Below the header, there's a sidebar on the left with 'Local Folders' and 'Mail Functions'. Under 'Mail Functions', 'Help' is highlighted with a red box. The main content area displays a table of folder statistics:

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	1	8	6.35K	0%	
Draft	0	3	1.89K	0%	
Sent	0	8	6.76K	0%	
Trash	10	29	348.67K	3%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	11	49	364.43K	4%	

Below the table, there's a section for 'Folder capacity distribution' and 'Mail capacity distribution' with progress bars and usage statistics. At the bottom, it says 'Last login time: 2006-07-24 10:57:31' and 'Copyright 1999-2005 Coremail System'.

2. The “FAQ” page will appear.

The screenshot shows the 'Help' page with a sidebar on the left containing links: 'Logging in', 'Sending Messages', 'Receiving Messages', 'Reading Messages', 'Searching Messages', 'Address Book', 'Anti-spam', 'Settings', and 'Close'. The main content area is titled 'Logging in' and contains a list of FAQs:

- What can I do if I forgot my password?
- Why it displays “invalid user name or password” after I enter my user name and password?
- Why it displays “Your account is currently unavailable” after I enter my user name and password?
- How to enhance my account’s security?
- How can I access the Email system if I have business arrangements in different locations?
- Why the mail system is not accessible if I log in via LAN?

The first FAQ is expanded, showing the following content:

1. What can I do if I forgot my password? ☺
 You can visit the webpage of the mail system, click “forgot your password?” at the entrance where you log into your account. There’s a guidance to get back your password. You can either set a new password or get back your account with the tips of the system

2. Why it displays “invalid user name or password” after I enter my user name and password? ☺
 Firstly check if you have correctly entered both your user name and your password, pay attention when entering your password. The password to log into your account is case-sensitive, so you must enter exactly the right case of every letter of your password. If you have your user name and password correctly entered, still having problems when logging into the mail system, you can try logging into your account after rebuilding your password.

3. Why it displays “Your account is currently unavailable” after I enter my user name and password? ☺
 Possible reason: your access via web (namely using web browsers such as IE, etc), SMTP, or POP (mail client software such as Outlook, etc) which sends or receives too many mails that exceeds the limitation of mails per user everyday.

4. How to enhance my account’s security? ☺
 (1) Instead of closing the IE window directly, click on “sign out” from your mailbox menu before you log off your account.
 (2) Do not post your email address everywhere on the Internet.
 (3) Do not tell your email address to anyone that’s not completely reliable.